GETTING THE POSSIBLE SOUND IN ZOOM WHEN USING A WINDOWS COMPUTER

When using Zoom on a Windows computer it is advisable to do the following to achieve the best possible sound:

1. CLICK ON SPEAKER SOUND ICON

Right click on the little speaker sound icon in the bottom right hand corner



Then left click on corner 'Open Sound Settings' as seen below:



2. THE SOUND SETTINGS MENU

You will now see the 'Sound Settings' menu (see pic below). Scroll down to the 'Related Settings' menu and click on where it says 'Sound Control Panel

ය Home	Sound
Find a setting	Manage sound devices
System	Advanced sound options
🖵 Display	$\overline{\underline{a}}$ App volume device preferences Customise app volumes and the speakers or devices they use.
ላ») Sound	
Notifications & actions	Related Settings
J Focus assist	Bluetooth and other devices
() Power & sleep	Microphone privacy settings
🗁 Battery	Ease of Access audio settings
📼 Storage	
C Tablet mode	Do you have a question?
甘 Multi-tasking	Setting up a microphone Fixing sound problems

4. THE SOUND CONTROL PANEL

Within the 'Sound Control Panel' you will see 4 tabs along the top (see below). These are: 'Playback, Recording, Sounds and Communication'. Click on 'Communication'

Within the 'Communication' tab, tick bottom option that says 'Do Nothing'. (ticking this option ensures that when Windows detects activity on Zoom it will not reduce the volume of your microphone-this is what we want!).

Click 'OK'.

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命 Home	Sound
Sound	×
Playback Recording Sounds Communications	sound devices
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When Windows detects communications activity:	pp volume device preferences istomise app volumes and the speakers or devices they use.
O Mute all other sounds	
Reduce the volume of other sounds by 80%	
Reduce the volume of other sounds by 50%	1 Settings
Do nothing	h and other devices
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OK Cancel	Apply have a question?
	Setting up a microphone
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