**Optimizing Zoom settings for musical meet-ups**

*Green highlights show navigation from one screen to the next*

*Red highlights show required settings*

**FOR PC Users (Desktops and laptops – probably valid for Apple Macs as well)**

**1A To change the settings when not in a meeting**

Open Zoom application and from the home screen click on the ‘settings’ Icon in the top left corner



From the settings screen click on Audio



**1B - To change the settings when already in a meeting**

Click on the ‘ ˄ ’ symbol next to the microphone symbol at the bottom left of the page.



Then click on the ‘audio settings’ prompt at the bottom of the pop-up list which appeared

**2 - On the Audio screen make sure the “Automatically adjust volume” indicator box is unticked , then click on the ‘advanced’ button.**

*(note that if you have previously used zoom the volume level is probably already set at an optimal level – but if people complain in a meeting that you can’t be heard, or are too loud, it can be manually adjusted from now on)*



**3 Make sure the settings are all as shown in this screen shot below.**



**4 Close the settings screen by clicking on the ‘ x ‘ at the top left-hand corner**

Your settings will have been saved automatically.

**5 Once in the meeting**

Make sure that the Blue Box at the top left of your screen says **‘ Turn off original sound’**(This means that ‘original sound’ is switched on.)

If it says **‘Turn On original Sound’** then click on it to toggle it to the on state.

**If you are using a mobile phone,**

Your options are few - and cannot be changed (as far as I know) while in a meeting.  Open Zoom, and touch on the settings symbol at the top left.

Touch on the > symbol labelled 'meeting'
make sure that 'Use Original Sound' is on.

*I don't recommend taking advantage of 'Safe Driving Mode'  - at least not if you are playing your instrument as an accompaniment while you sing and drive !!!! ☺*