How to test your microphone and speakers in Zoom

1. When joining a meeting, you can click the green *Join with Computer Audio* button to join your audio to the meeting.

2. If you didn't click *Join with Computer Audio* when the pop-up window opened, then you can join the meeting by clicking the up arrow by *Unmute*. You will have the option to select which microphone you want to use.

3. If you want to test your microphone and speakers, click on the up arrow next to *Unmute* or *Join Audio* and select *Test Speaker & Microphone*.
How to test your microphone and speakers in Zoom (cont.)

4. If you hear the ringtone, it means your speakers are working. If you do not hear the ringtone, click no, and Zoom will proceed through your speaker options until you can listen to it. If you have separate speakers for your computer, check your cable to see if it is connected. Check the volume on your computer.

5. To test your microphone, speak, and then pause. If you hear your voice played back, your microphone is working. If you don’t hear your voice played back, press no, and Zoom will work through the options to find a working microphone.

6. Once the testing steps are completed, Zoom will let you know that the speaker and microphone look good.
How to test your microphone and speakers in Zoom (cont.)

7. You can adjust the audio setting by clicking the arrow next to the **Unmute or Join Audio** and choose **Audio Settings**. A box will pop up, and you can change the setting.

For more information, visit the Utah Assistive Technology Program at UATP.usu.edu