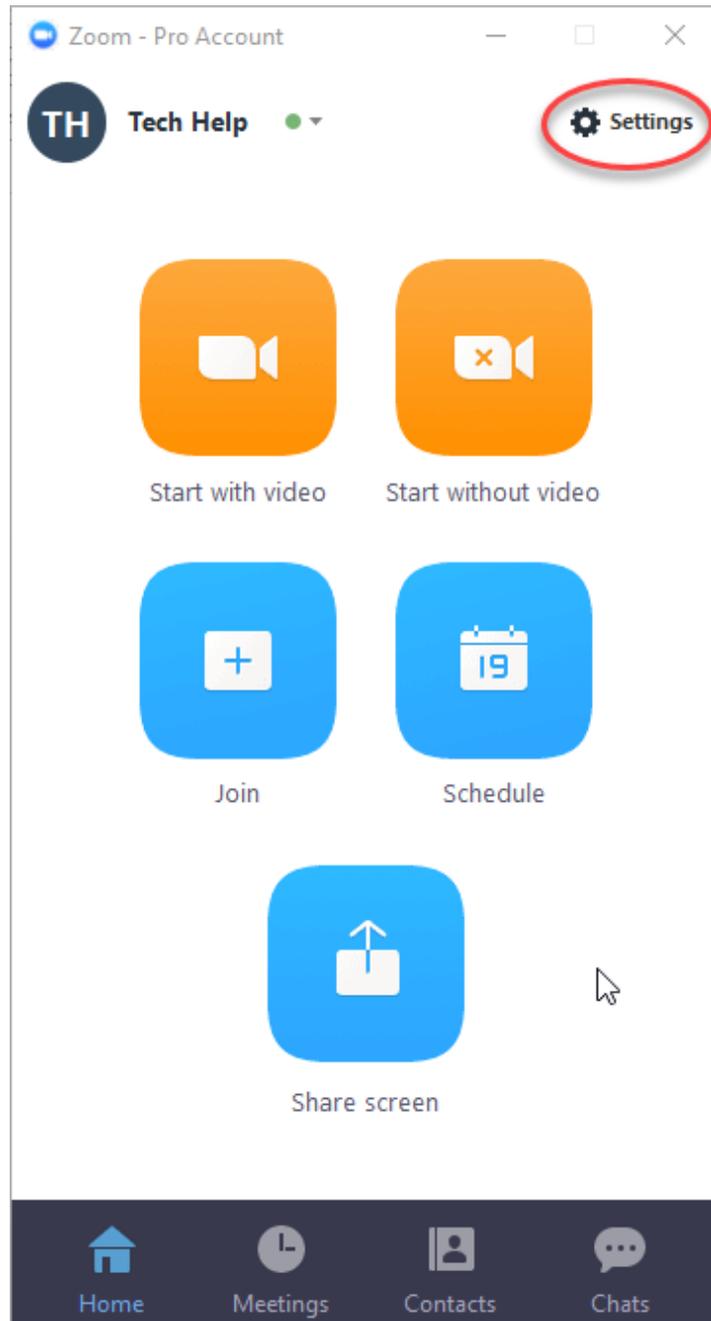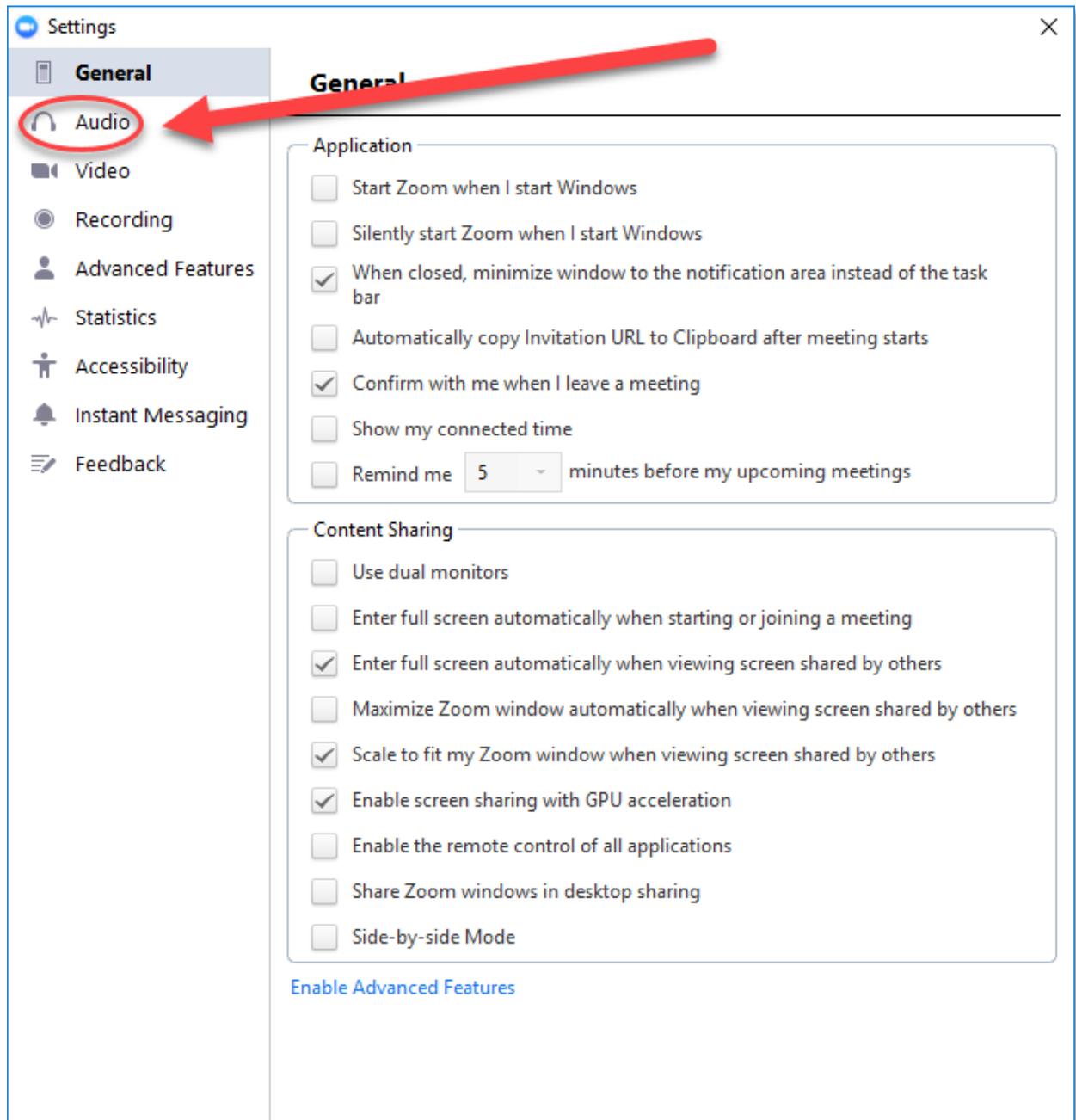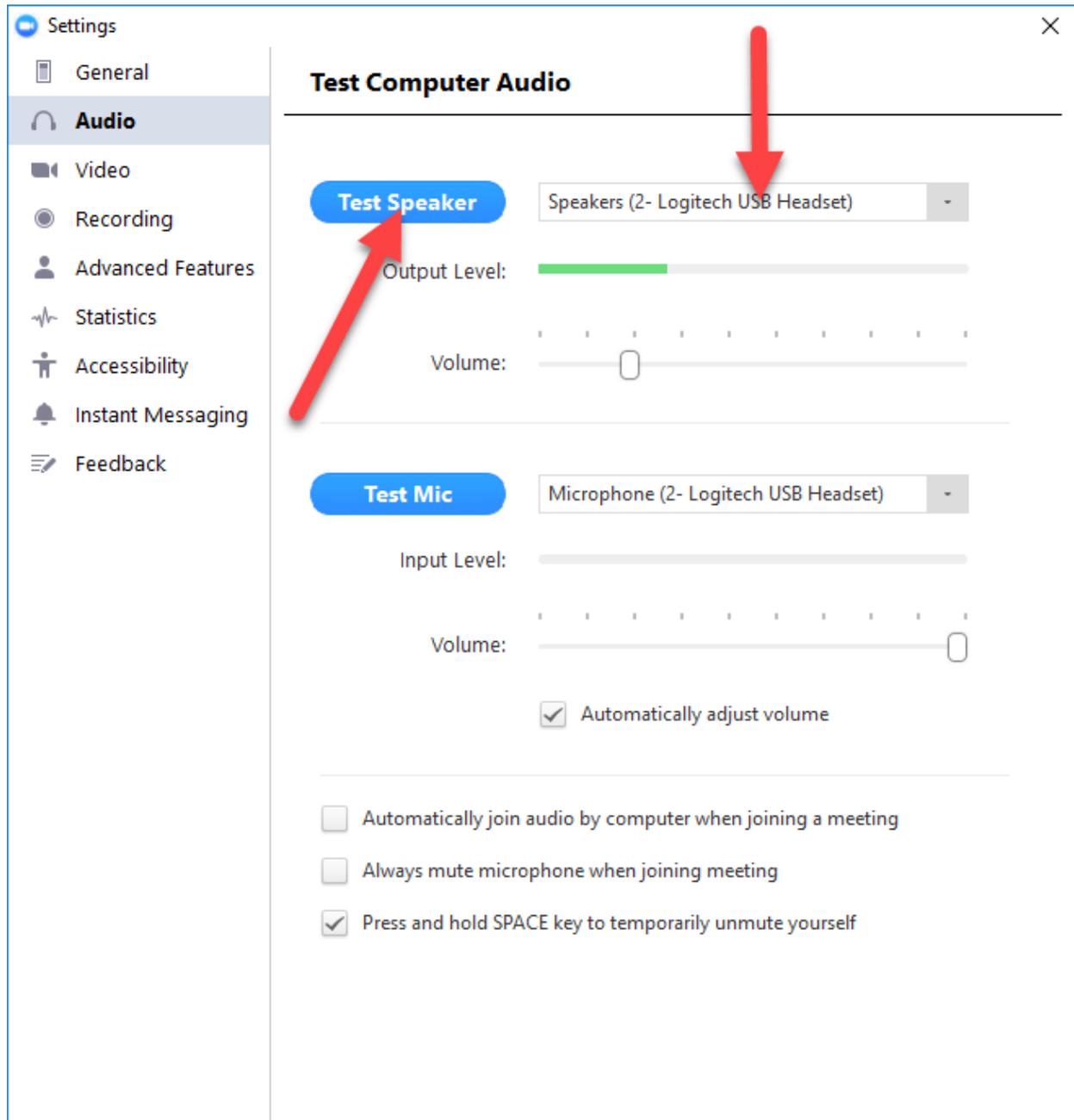# Setting Up Your Audio & Video in Zoom

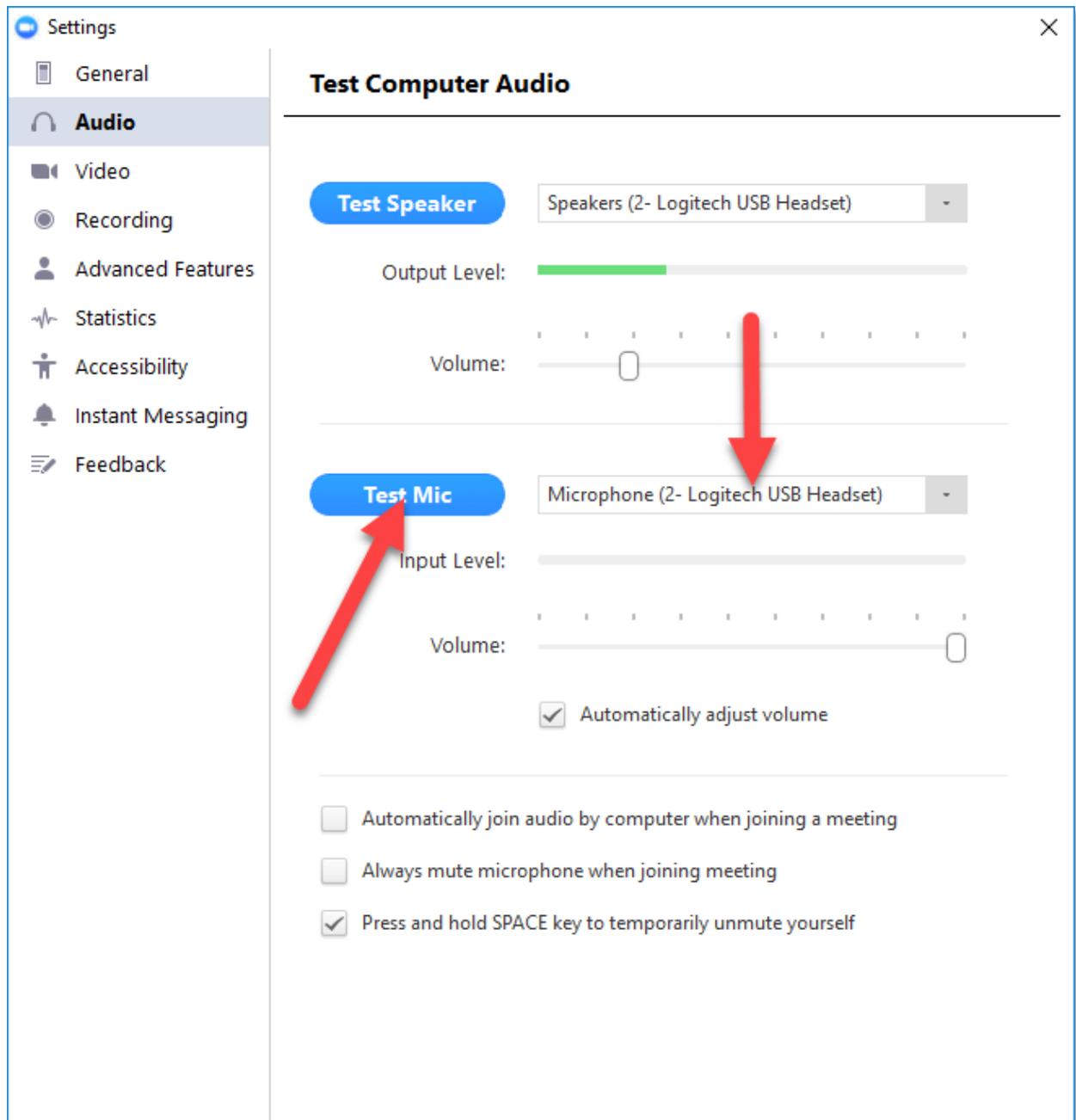1. Open the Zoom Client on your computer and click the **Settings** button in the upper right hand corner.

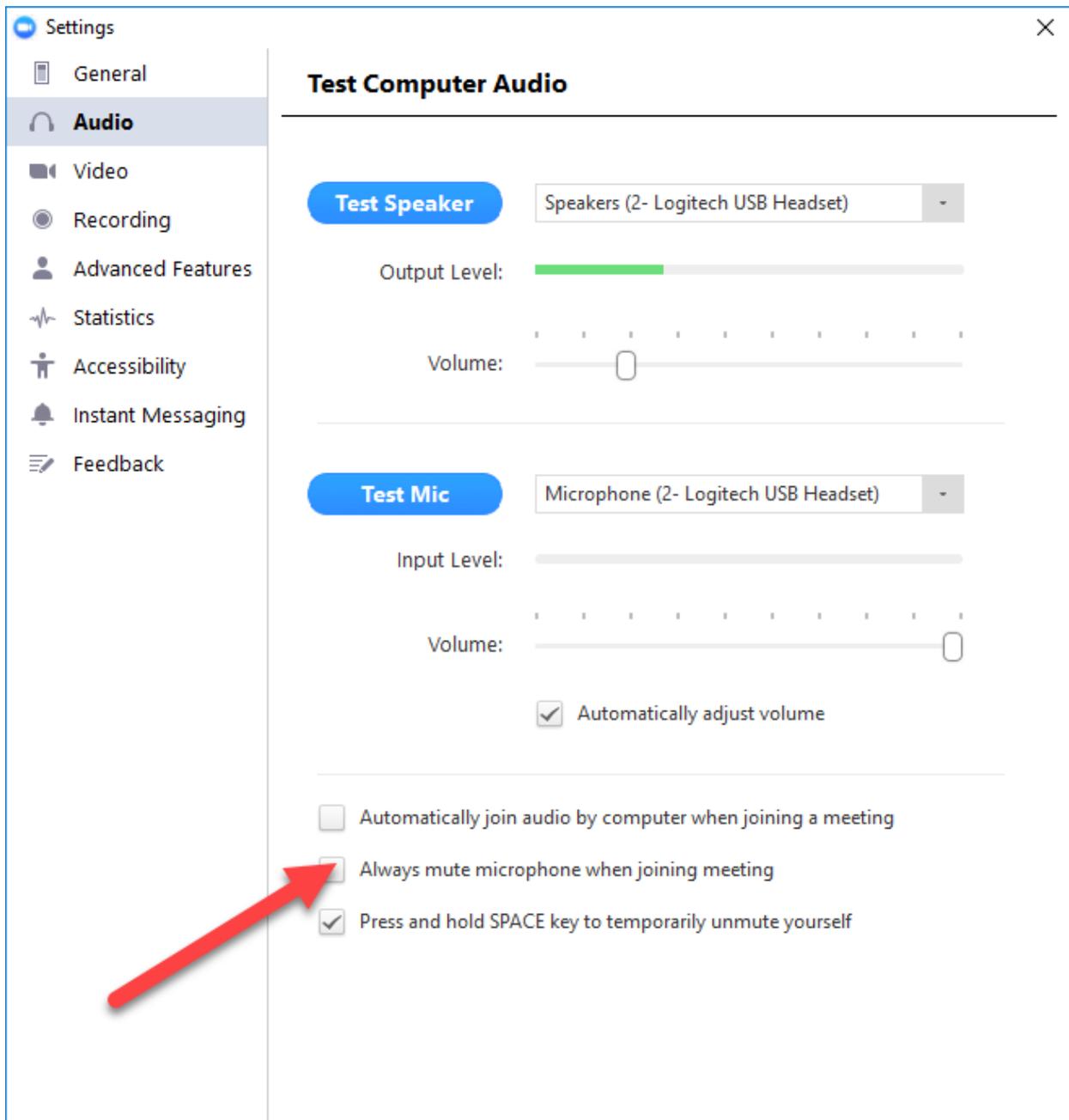2. To adjust your **Audio Settings**, click on the **Audio** tab in left column.

3. To test your speakers or headset, click the blue **Test Speaker** button. If you hear the music, your speakers or headset are working. You can adjust the sound using the **Volume** slider below the **Output Level**. If you do not hear any sound, check the drop down menu to the right of the button to make sure that your speakers or headset are selected properly.
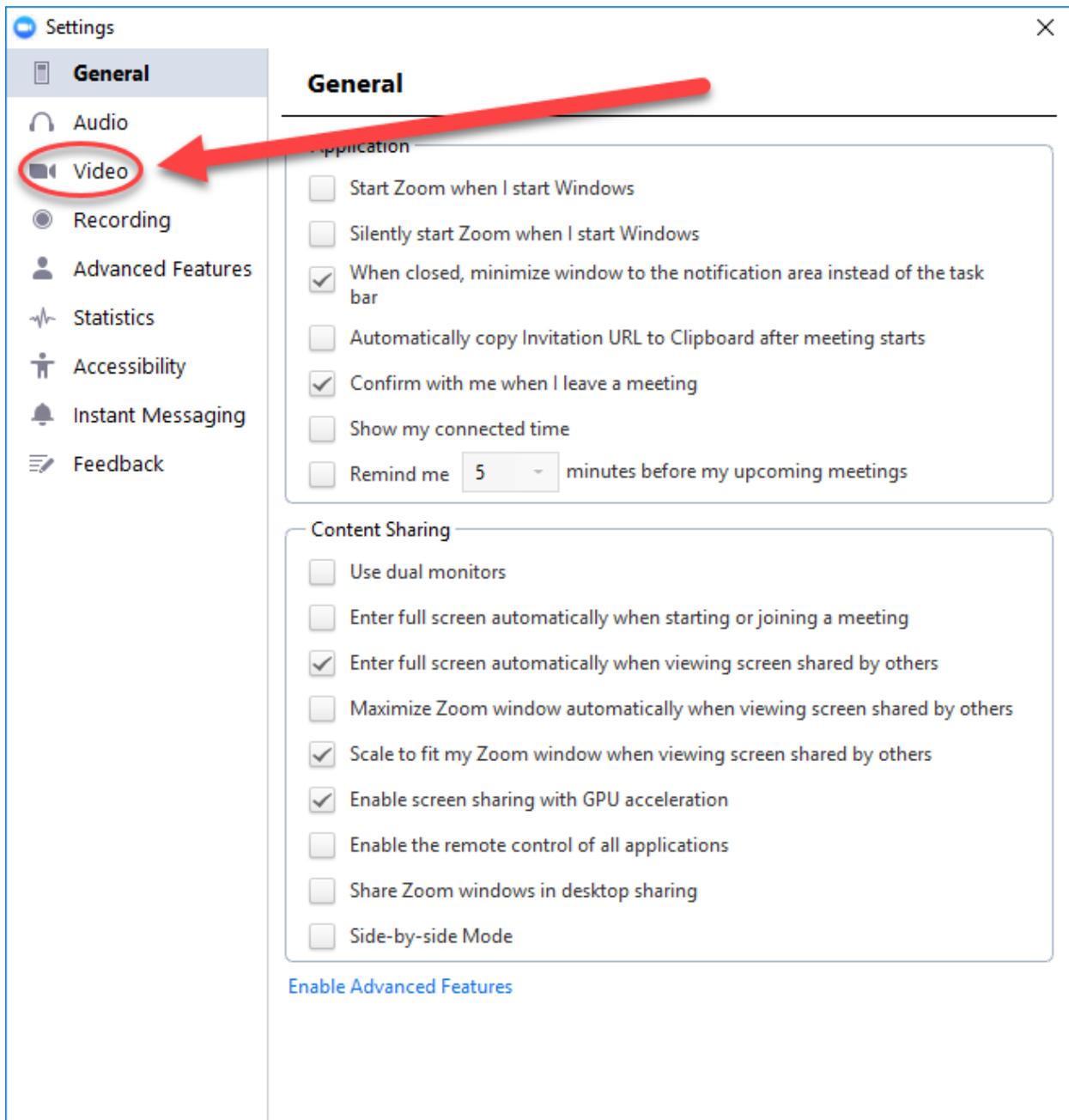
4. To test your microphone, click the blue **Test Mic** button and begin speaking into your mic for a few seconds. After you finish speaking, Zoom will replay back what it heard. If you hear the recording of your voice played back, your mic is working. You can adjust the input volume of your mic using the **Volume** slider below the **Input Level**. If you do not hear any sound, check the drop down menu to the right of the button to make sure that your mic is selected properly.
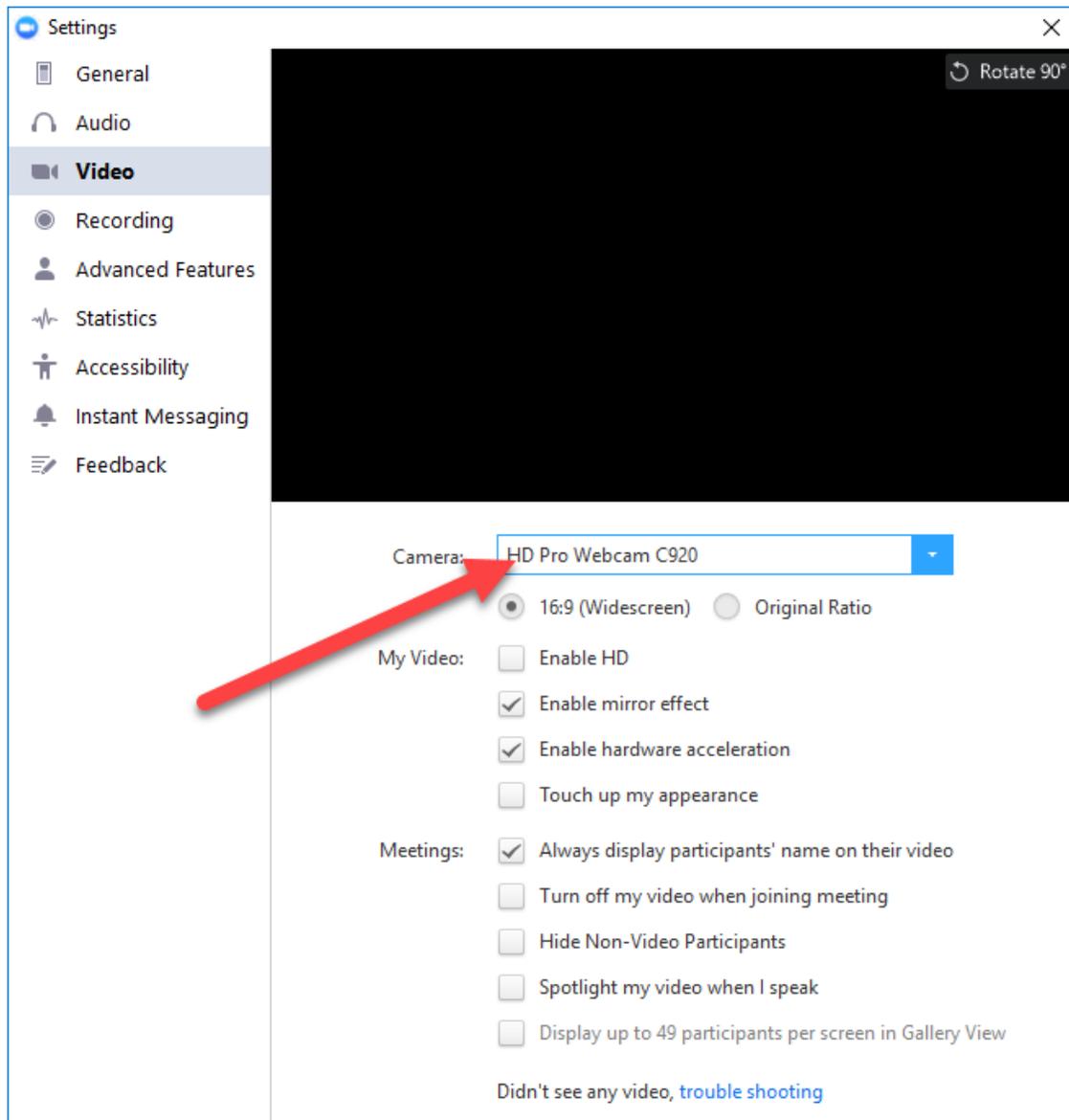
5. From this screen you also have several other preferences you can check off, including to **Always mute microphone when joining a meeting**.

6. To adjust your **Video Settings,** click on the **Video** tab in the column on the left side of the screen.

7. On this screen you will receive a preview of your camera. If the preview space is blank (as in the example below), make sure to check that your camera is selected in the drop down box. From this screen you will also have several other options, including the ability to **Turn off my video when joining meeting**.

Need further assistance?

Contact Campus Technology at (817) 921-8555 or campustechnology@swbts.edu