Is your Zoom audio too quiet?

Two tips to adjust your audio settings

1. **Adjust your speaker/headphone volume.**

   Your device and Zoom have separate audio controls. You can adjust your device volume and Zoom volume to meet your needs.

   1. Set your device’s volume to 50% or higher.
   2. Launch Zoom.
   3. In the bottom-left of the window, click the **up arrow** next to the microphone icon.
   4. Click **Audio Settings**.
   5. Adjust the **Speaker** volume to the right level for you.

      ▶ Click **Test Speaker**. If you don’t hear anything, try changing the device in the **Speaker** drop-down menu.

   6. Click the **×** button to close the **Settings** window.
2 Adjust your microphone settings.

You can adjust Zoom’s microphone settings to make your voice louder. You can adjust Zoom’s background noise suppression settings to filter out less sound.

1. Launch Zoom.

2. In the bottom-left of the window, click the up arrow next to the microphone icon.

3. Click Audio Settings.

4. Adjust the Microphone volume to the right level for you.
   - Click Test Mic and say something. If Zoom doesn’t detect your voice, try changing the device in the Microphone drop-down menu.

5. Change the Suppress background noise setting to Low.
   - The lower the setting, the less sound Zoom filters out. (The Auto setting lets Zoom automatically adjust the suppression level.)

6. Click the × button to close the Settings window.