# Sound Directions

➢ To allow other meeting participants to hear you in a Zoom Meeting, you will need to add your audio source to the meeting, a process called "joining audio." There are two ways to do this, joining via computer and joining via telephone.

For computer audio, you must have a working microphone, such as the built in microphone, a USB microphone or an inline microphone on a headset or headphones. (If using phone audio, those instructions are on the next page).

After joining or starting a meeting, click **Join by Computer** to connect your computer's speaker and microphone to the Zoom Meeting. If using your computer's speaker and microphone is your preferred audio method, check the option "Automatically join audio by computer when joining a meeting".
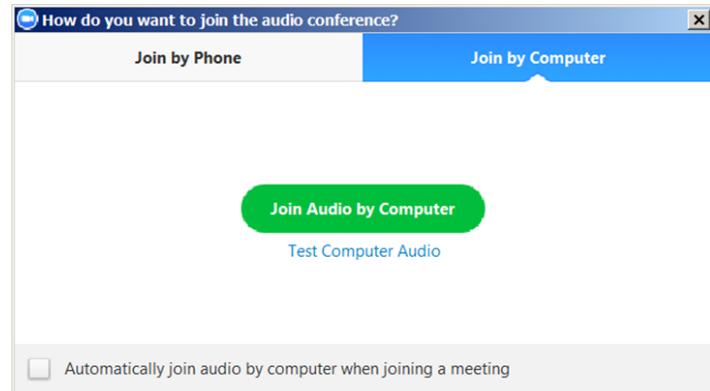
You can *test your audio connection before joining* by clicking the "Test Computer Audio" link. The audio preferences will open. (See box)

- *Test the volume and output of your speaker device* by selecting "Test Speaker". If you cannot hear, change the output source by selecting a different speaker device. You don't need to do this every time.
- *Test your microphone:* Speak at a normal level and check the Input Level meter to see if your computer is registering your voice. A green bar will raise and lower as you speak if it is working correctly. If the audio is not registering, change the input source by selecting a different microphone from the drop down list. You can also select "Test Mic" to playback your microphone input. You don't need to do this every time.
- You may need to select "Automatically adjust microphone settings" to adjust the microphone level based on your speech level.
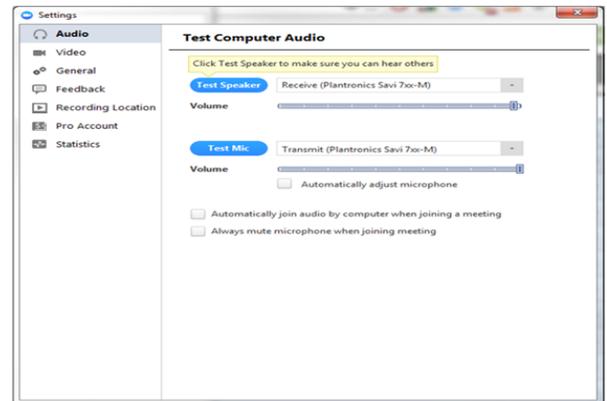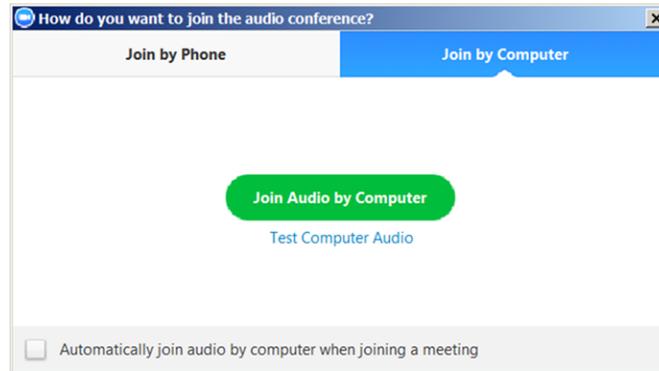
Check your audio connection while already in a meeting (if necessary): Click the arrow next to the microphone on the left hand side of the in meeting toolbar and follow the directions above.

First join the Zoom meeting by clicking on the meeting link.

Once you are in the meeting, select the **Join by Phone**

Follow the instructions to Dial In.

The phone numbers, meeting ID and Participant ID you see may be different than the sample.
Use the numbers you see on your screen, not the ones shown in these printed instructions.

When to use the phone:
- If you have a really slow connection, using the computer AND your telephone might be a good idea.

When to use the computer:
- If you have a fast enough internet in your area using both audio and video on one device is easier.