

Sound is the most important element of online communication.

If your audience can't hear you clearly, the rest of your work doesn't reach them. Run these five checks on your computer before your session, in this order.

1 Open Zoom's audio settings

Open the Zoom desktop app. Click your profile picture, then **Settings**. In newer versions, click the gear icon. Then click **Audio**.

WHAT YOU SHOULD SEE

A page with a **Speaker** section and a **Microphone** section.

2 Set your microphone

Under **Microphone**, open the list and choose the microphone you plan to speak into. Then turn on **Automatically adjust microphone volume**.

WHAT YOU SHOULD SEE

Your microphone's name in the **Microphone** box, and the **Automatically adjust** switch turned blue.

3 Test it by listening

Click **Test microphone**. Say a sentence the way you'll say it in your session. Zoom plays your voice back to you.

WHAT YOU SHOULD HEAR

Your own voice, clear and steady. If it's faint, move closer to your microphone and test again.

4 Keep "Noise removal (default)"

Look under **Microphone modes**. Zoom marks this one "Recommended for most users." It reduces background noise while you talk.

WHAT YOU SHOULD SEE

Noise removal (default) is selected, and **Background noise suppression** shows **Auto**.

5 Confirm your computer agrees

Windows 11: Start, Settings, System, Sound. Under **Input**, choose your microphone.

Mac: Apple menu, System Settings, Sound, then **Input**. Choose your microphone.

WHAT YOU SHOULD SEE

The same microphone name you picked in Zoom.

A starting point

Every room, microphone, and voice is different.

These checks give you a clean place to start. The fine tuning is what we work on together.

Leave these alone

Original sound for musicians and **Live performance audio** are for music. Zoom recommends the first for studio environments and the second for meetings with multiple instruments or voices. Original sound turns off all noise suppression, so your keyboard and your room come through. Keep both off.