

How to Manage Zoom Audio Settings

<https://kb.ucdavis.edu/?id=10089> ■

Select or Change Audio Devices

1. In the Zoom application, click your **User Profile** icon located at the top right of the screen.
2. From the dropdown menu, select **Settings**.
A screenshot of a computerDescription automatically generated
3. In the menu on the left, click the **Audio** tab.
4. Under the Speaker section, click the dropdown arrow and select a speaker **Audio Device** (e.g., Speakers or Headphones).
5. Under the Microphone section, click the dropdown arrow and select a microphone **Audio Device** (e.g., Microphone).
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Troubleshooting Audio During a Call

1. If you experience audio issues during a call using the Zoom Desktop Application, click the **Audio** icon.
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2. The Settings screen will display.
3. Under the Speaker section, click the dropdown arrow and select a speaker **Audio Device** (e.g., Speakers or Headphones).

4. Under the Microphone section, click the dropdown arrow and select a microphone **Audio Device** (e.g., Microphone).

Note: On some Microsoft PC Laptops that use docking stations, your monitor (e.g., Dell Monitor display) might display as an audio device. Be sure to select a speaker or microphone device instead to receive audio.

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