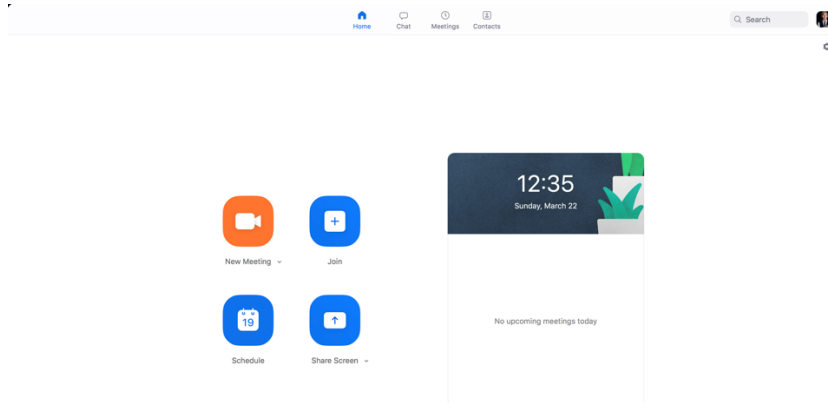


Altering the Audio Settings in Zoom

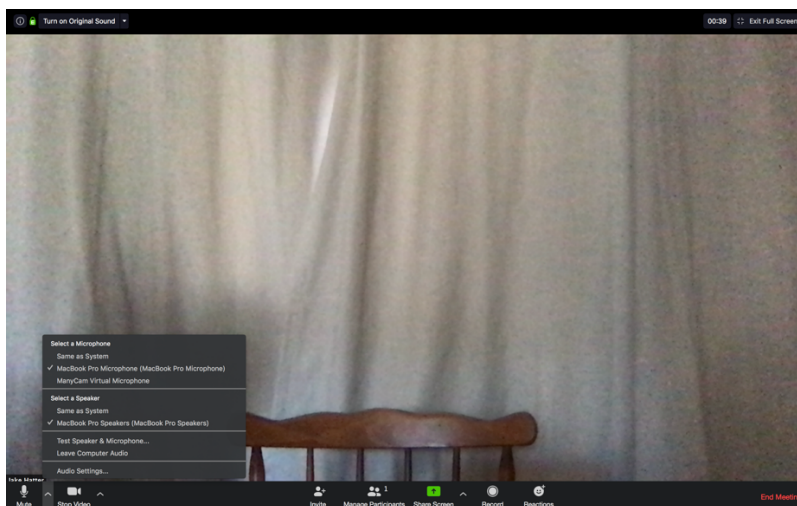
1 – Download the app from zoom.us or search for *Zoom Cloud Meetings* – onto a parent/guardian’s device

2 – Create an Account (in parent/guardian’s name)

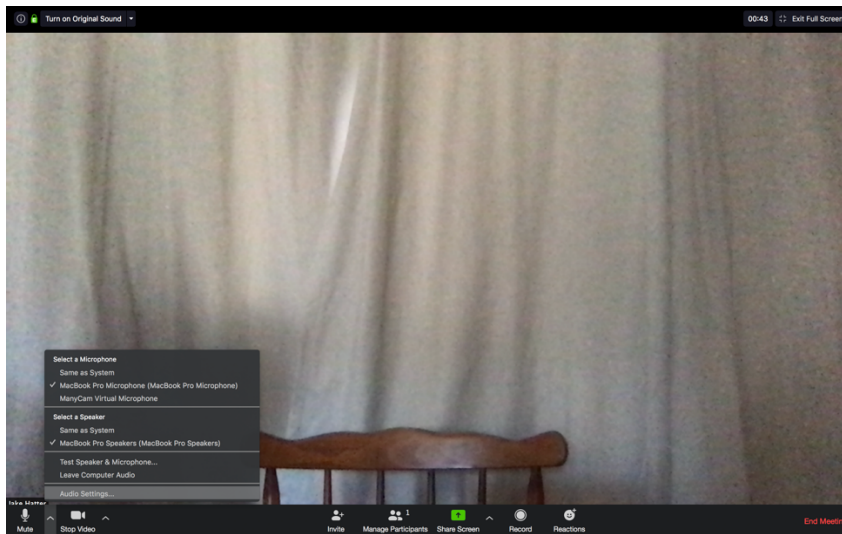
3 – Navigate to the ‘Home’ section and then select ‘New Meeting’



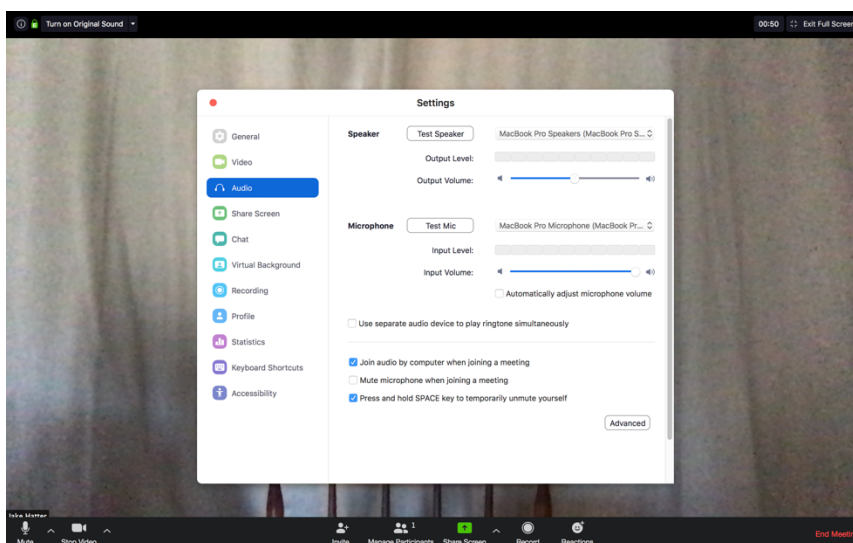
4 – On the bottom left corner of your screen you should have a ‘Mute’ button which is a microphone symbol, next to that there is an up arrow – click the arrow.



5 – At the bottom on this list you should see ‘Audio Settings’

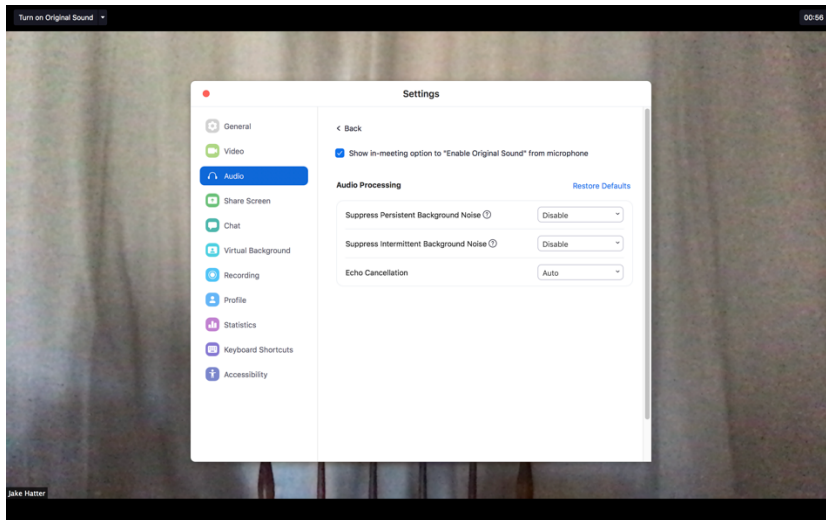


6 – Halfway down the page is a tick box for the setting “Automatically Adjust Microphone Volume” – please turn this off, just above here is the microphone volume we will need to set at the beginning of the first lesson.



7 – Now look to the bottom right of the audio settings pane and hopefully (though not always) there is a button which says “Advanced” – if you have it click it (if not then you are done!)

8 – Here you need to enable “Show in meeting option to enable original sound from microphone” – please tick this



9 – Just below you should see 3 options, the top two are types of noise suppressor, please disable both using the drop-down menu. (see above)

10 – close the audio settings pane, if you look at the top right hand side of your screen (which is now your own web cam image) you should see either: “Turn on Original Sound” or “Turn off Original Sound” – please make sure this reads as the latter so that original sound is enabled at the start of each lesson.

