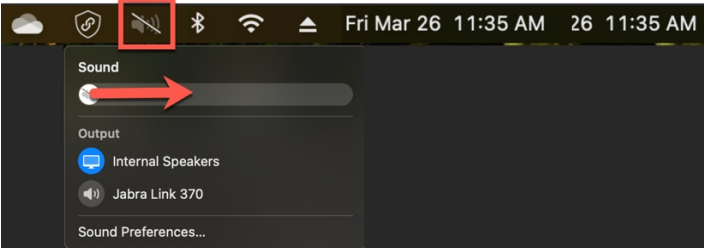
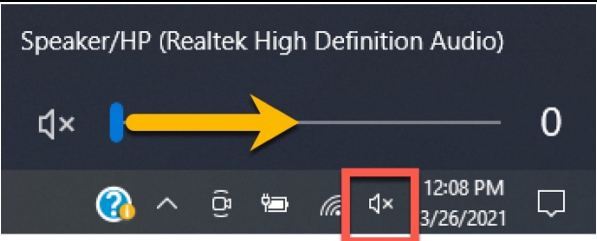
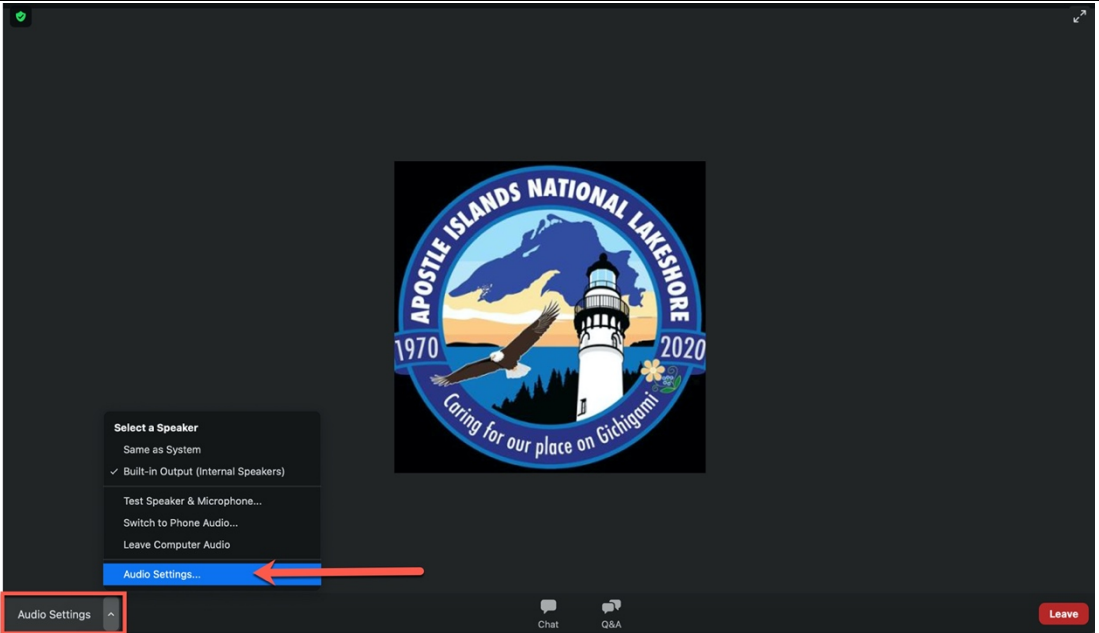


ZOOM AUDIO GUIDE

VOLUME: If you see a speaker with a line through it or an X over it:

<p>Mac: (Top Right)</p> <p>Click the speaker icon and move the volume slider to the right.</p>	
<p>Windows: (Bottom Right)</p> <p>Click the speaker icon and move the volume slider to the right.</p>	

SPEAKER: If volume is up and there is still no sound, you may have to change your connected speaker:

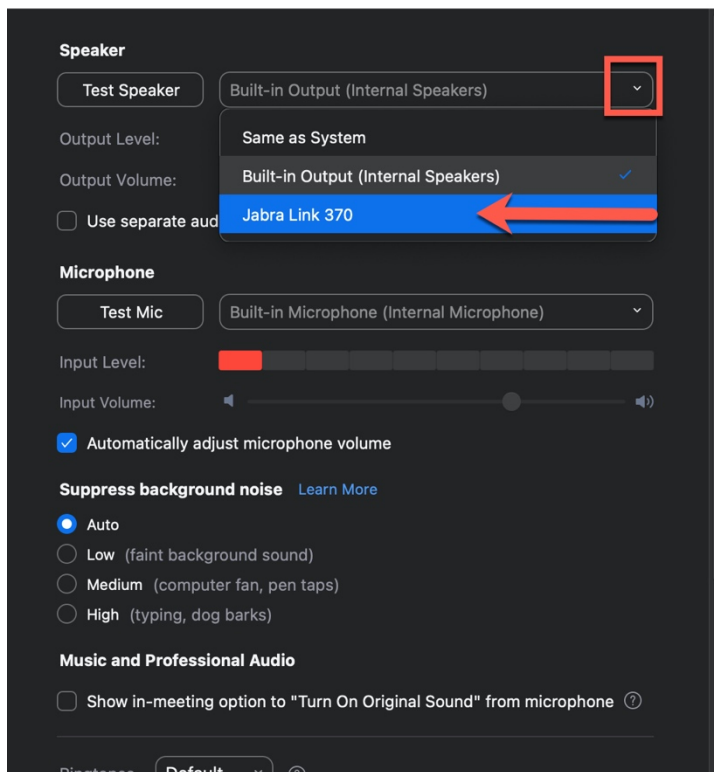
<p>In ZOOM: (BOTH WINDOWS AND MAC)</p> <p>Click:</p> <p>Audio Settings > Audio Settings</p>	
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ZOOM AUDIO GUIDE

In **ZOOM AUDIO SETTINGS**:

1. Click the **speaker dropdown**.
2. Select the correct **speaker**.
This example shows a built-in speaker and a headset.



3. Once you have changed the speaker, make sure the **Output Volume** is turned up by moving the slider to the right.

