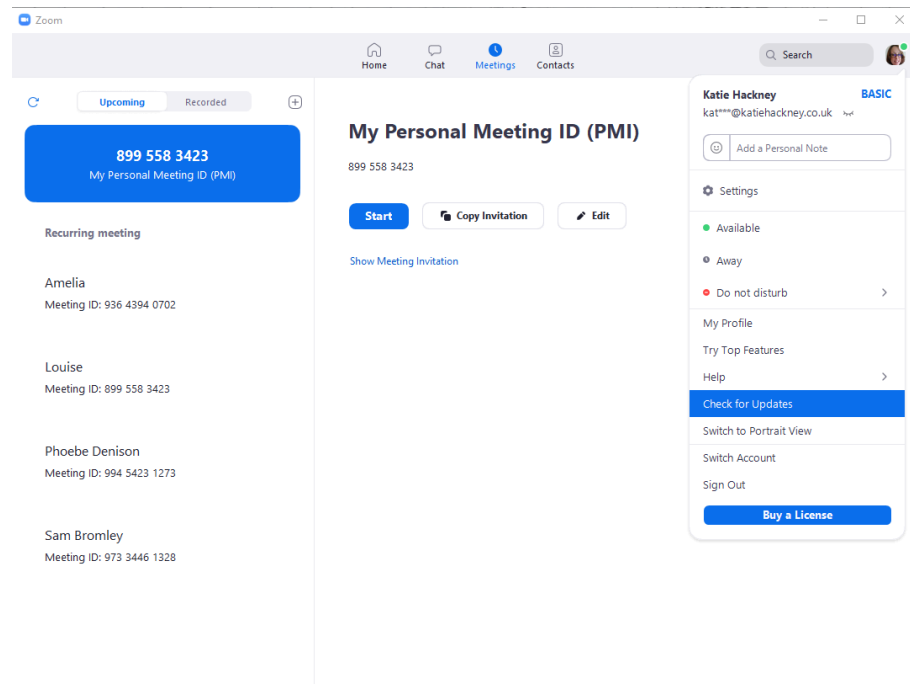


Complete Guide to Zoom Settings

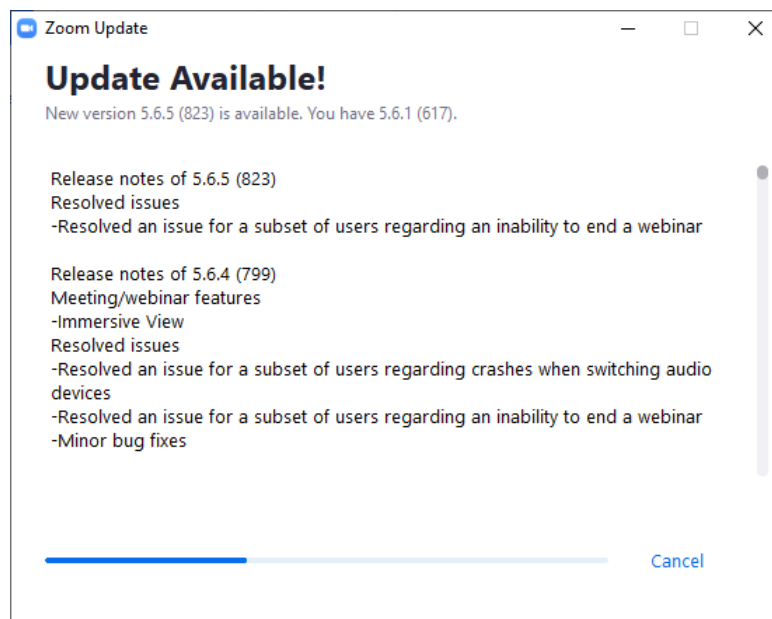
First check for updates

Check that Zoom is updated to the latest version:

1. Click on your profile picture
2. Select 'Check for Updates'

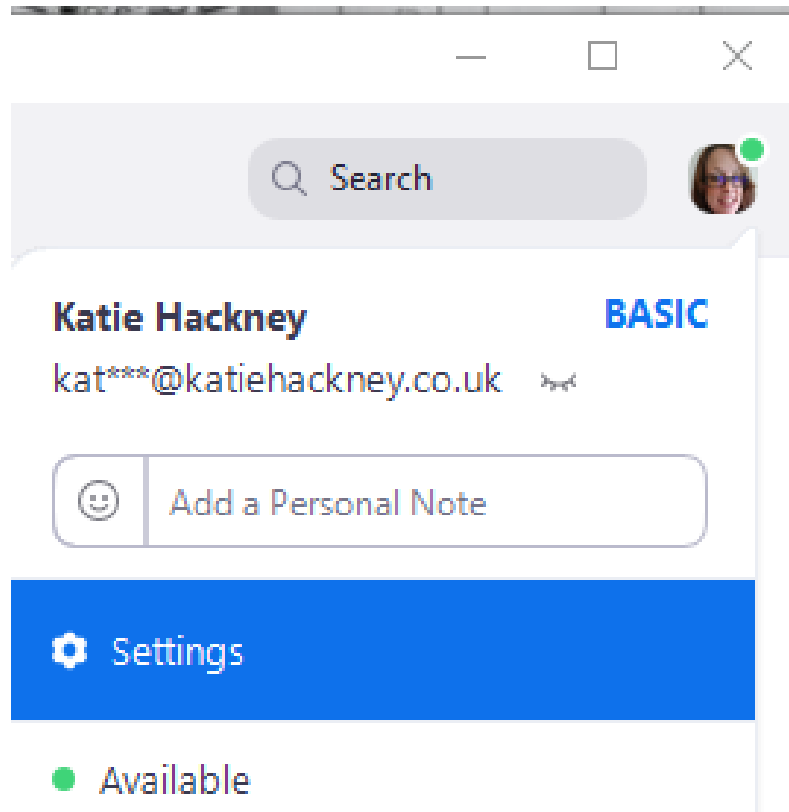


A message will show letting you know that you are either up to date, or that there is an update available. Follow the instructions to update if required.



Adjust audio settings

On the Zoom desktop client, open 'Settings' by clicking on the cog. You can also click on your profile picture and choose 'Settings' from the drop-down menu.



Next:

1. Click Audio menu on the left
2. Uncheck 'Automatically adjust microphone volume'
3. Set the volume to around 2/3 of maximum
4. Set 'Suppress background noise' to 'Low'
5. Check the box that says 'Show in-meeting option to "Turn on Original Sound" from microphone'
6. Enable High-fidelity music mode
7. Uncheck 'Echo cancellation' if it is enabled and ONLY if you are wearing headphones

Optimal Setup

To get the best results, the following setup is recommended.

For the absolutely best audio experience using a laptop or desktop is highly recommended. Mobile devices do not have access to Zoom's professional audio settings and may mean we can't hear you when you are singing.

Please note that these suggestions are not absolutely required, but they will give you the best results and allow you to have the best experience.

- Connect to your internet via an ethernet cable instead of using WIFI. If you are unable to do that, locate your computer as close as possible to the router. It's also ideal if there are no walls between you and the router. If that's not possible, you might like to consider a WIFI repeater or extender which will extend your coverage of your WIFI network. At the very least check your router isn't buried under a pile of stuff
- Use headphones – this avoids echoes and allows you to hear better
- Use the best quality microphone you can – if you have an external microphone that is great but if not the in-built microphone on your laptop will still work.

When you are in a lesson

When you have joined the Zoom meeting, check the following before you sing:

1. Check that the correct microphone is selected
2. Click on the 'Turn on Original Sound' button at the top of your screen to utilize the advanced audio settings we just activated in the previous steps. This option preserves the sound from your mic and overrides Zoom's echo cancellation and audio adjustments. It may already be on when you join the meeting in which case you just need to make sure you have the correct microphone selected.