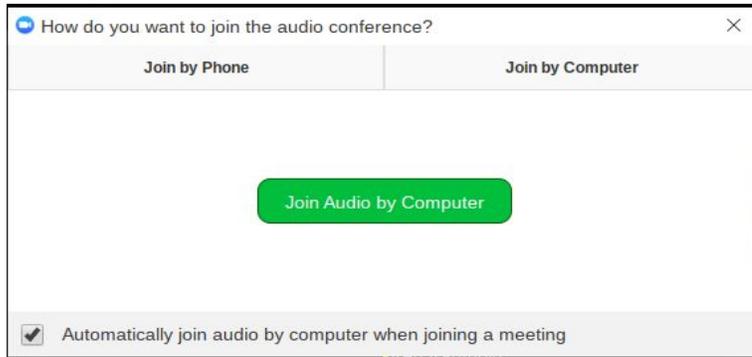


Troubleshoot Microphone Issues on Zoom

Connect Audio

1. Click on Join Audio on the bottom left corner of the screen
2. Click on the Join Audio by Computer button



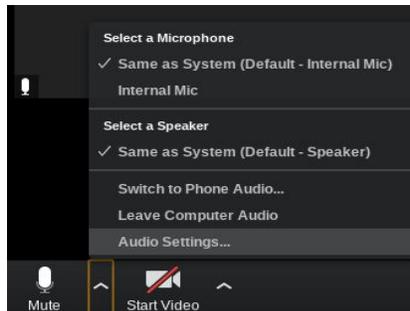
Unmute Microphone

1. If the mic looks like this  ,click on the icon to unmute your microphone

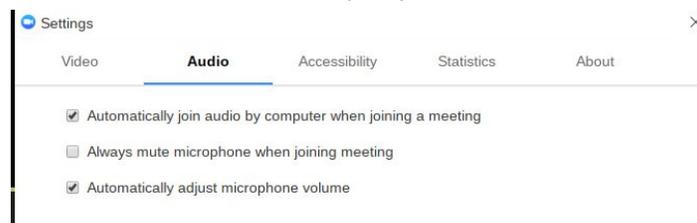


Adjust Audio Settings

1. Click on the ^, next to the microphone icon on the bottom left corner of the screen
2. Click Audio Settings, look at the image below



3. If it is not check, check off "Automatically adjust microphone volume", see image below

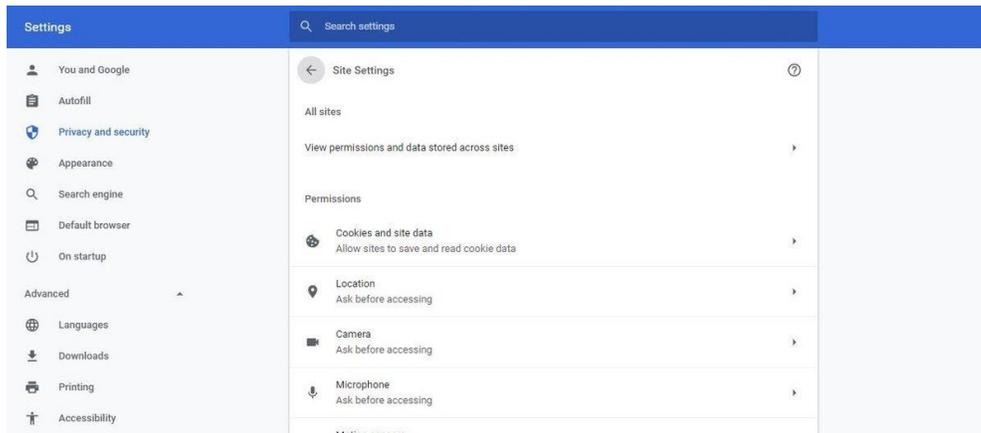


Please connect headsets or earbuds with a microphone into the device if you have them. Most cell phones come with these.

Make sure you speak loud enough towards the device

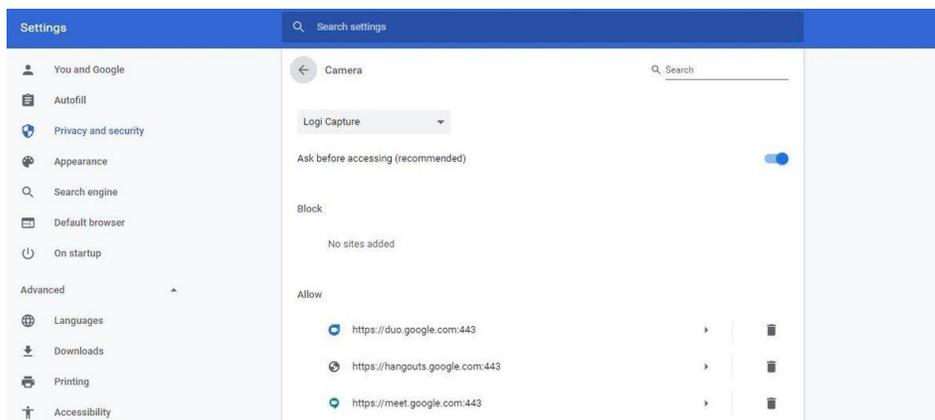
Check Chromebook Microphone and Camera Settings

1. Open your Chromebook settings by clicking the gear icon in the system tray.
2. Open the Privacy and security section.
3. Click Site settings and you'll see a list of individual things that can be changed.
4. Scroll down the list to find Camera or Microphone. They each have their own settings page, but adjusting things is exactly the same for each.



Source: Android Central

5. At the top of the window that opens you can choose which device you're changing settings for. If you have a separate mic or camera plugged into your Chromebook, make sure to adjust the settings for both it and the built-in one.
6. Next, you see a switch that says Ask before accessing (recommended). If this switch is on it will be blue and when a website wants to use your mic or camera it will prompt you with a dialog popup that asks for permission before going any further. This is probably what you want to happen, so make sure it's switched on.
7. Next is the Block list and the Allow list. Make sure no sites are blocked. You can remove websites from either list by clicking the X on their list entry.



Source: Android Central