

## How to Adjust Your Audio Settings for Music Mode & Original Sound in Zoom

*These instructions are for use with the Zoom app. Make sure to download and install the Zoom app on your desktop or mobile device first and be sure to communicate these instructions to your students and collaborators before your first meeting!*

**PC Desktop:** While in the Zoom meeting, click the arrow pointing up just to the right of the Mute button in the bottom-left corner of the screen. Then, at the bottom of the window that pops up, click *audio settings*. In the middle of the screen, uncheck the box that says *automatically adjust volume*. Now click the button in the bottom right corner of the window that says *Advanced*. In this window, check the box at the top that says *Show in-meeting option to “Enable Original Sound” from microphone*. Next, select *Disable* next to *Suppress Persistent Background Noise*, select *Disable* next to *Suppress Intermittent Background Noise*, and select *Auto* next to *Echo cancellation*. Finally, close the settings window. When you’re back in the meeting, make sure that there’s a blue box in the upper left corner of your screen. The blue box should say *Turn off Original Sound*. If it does, you’re all set. If it’s a gray box that says *Turn on Original Sound*, then click the box to turn it on. If you click it to turn it on and it turns back to gray, click the small arrow to the right of the box and select your microphone, then it should allow you to turn it on and it will stay on.

**Mobile & Apple Products:** Open the Zoom app. Do not join the meeting yet. Click the *Settings* icon in the bottom left corner of the screen, then click *Meetings*. Scroll down to where it says *Use Original Sound* and toggle that button to turn it on. That’s all you have to do.