Pro Zoom Tips:

1. <u>Testing</u> - You can test your computer, smartphone, or tablet's ability to use Zoom, including speaker and microphone functionality at https://zoom.us/test
2. <u>Microphone Levels</u> – Please click the arrow (^) next to the microphone icon on the lower left of the screen to enter into the microphone settings so you can test and adjust your microphone levels.
3. Make sure everyone can hear you
   - Use a microphone when you speak.
   - Make sure the microphone is on and close enough to pick up your voice, no matter what location you are in.
4. Reduce distractions
   - Do not have side conversations.
   - If you aren't talking, mute or turn off your microphone.
   - Avoid noisy activities like typing while your microphone is on.
   - If you have called in and are viewing the meeting on a computer, mute your computer to avoid reverberation