Checklist of Zoom Settings for Musical Use

Compiled by Sarah Baugher, August 2020

1. **Set your microphone volume and uncheck “automatically adjust volume.”**
   - Go to the bottom right hand corner of the video screen. Click on the “up” arrow next to the microphone to reveal a menu. Click on “Audio Settings,” which should reveal the Settings menu with the Audio tab selected.
   - Find “Microphone Settings” and uncheck the box that says “automatically adjust volume.” Above that box is a volume slider. Use that slider to adjust the volume on your microphone. Try starting at about 75%. Play your instrument and watch the Input meter above the volume slider. If the input meter maxes out, move the slider down.

2. **Disable background noise suppression.**
   - In the same audio settings menu where you found Microphone settings, go to the lower right hand corner and click the “Advanced Settings” button to reveal a new menu.
   - In the advanced settings menu you’ll see a section called “Audio Processing.” Disable both options to “Suppress intermittent background noise” and “Suppress persistent background noise.” Leave Echo Cancellation on auto.

3. **Turn on original sound from your microphone.**
   - In the same Advanced Settings menu where you disabled background noise, look at the top of the menu. Check the box next to “Show in meeting option to enable original sound from microphone.”
   - Leave all audio setting menus and go back to the Zoom video screen. In the upper left hand corner you should see a button that says “Turn On Original Sound.” Click it.

**Please be aware that Zoom may switch these audio settings back to the default between meetings or if you switch from using your computer’s internal mic to an external USB mic. It is best to check your settings before every meeting!**

**How to select a virtual background:**

   - In the Zoom video chat window, find the camera icon on the bottom left side. Click the “up” arrow next to it to reveal a menu. Select “Choose Virtual Background.” A new menu will appear.
   - In the new menu, find the box at the bottom that says “I have a green screen” and uncheck it. If a message pops up that says your computer does not meet the operating system or internal processor requirements to use this feature, then you will not be able to use virtual backgrounds on Zoom. If no error message appears, then you can select a virtual background to use, including stock or custom uploaded images.