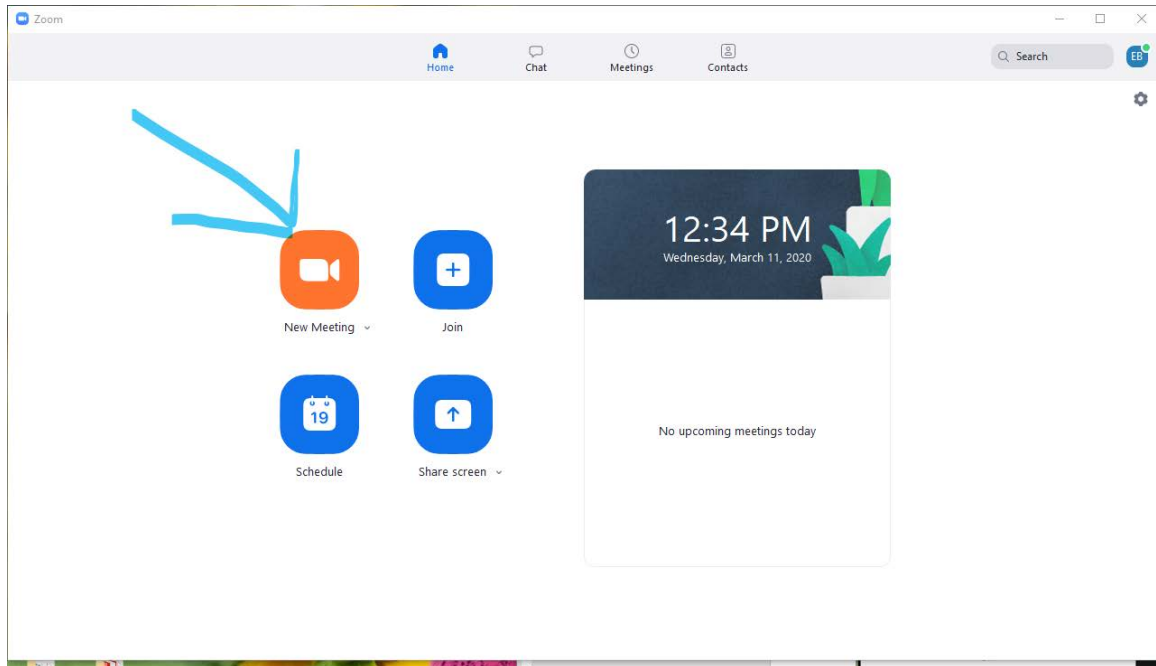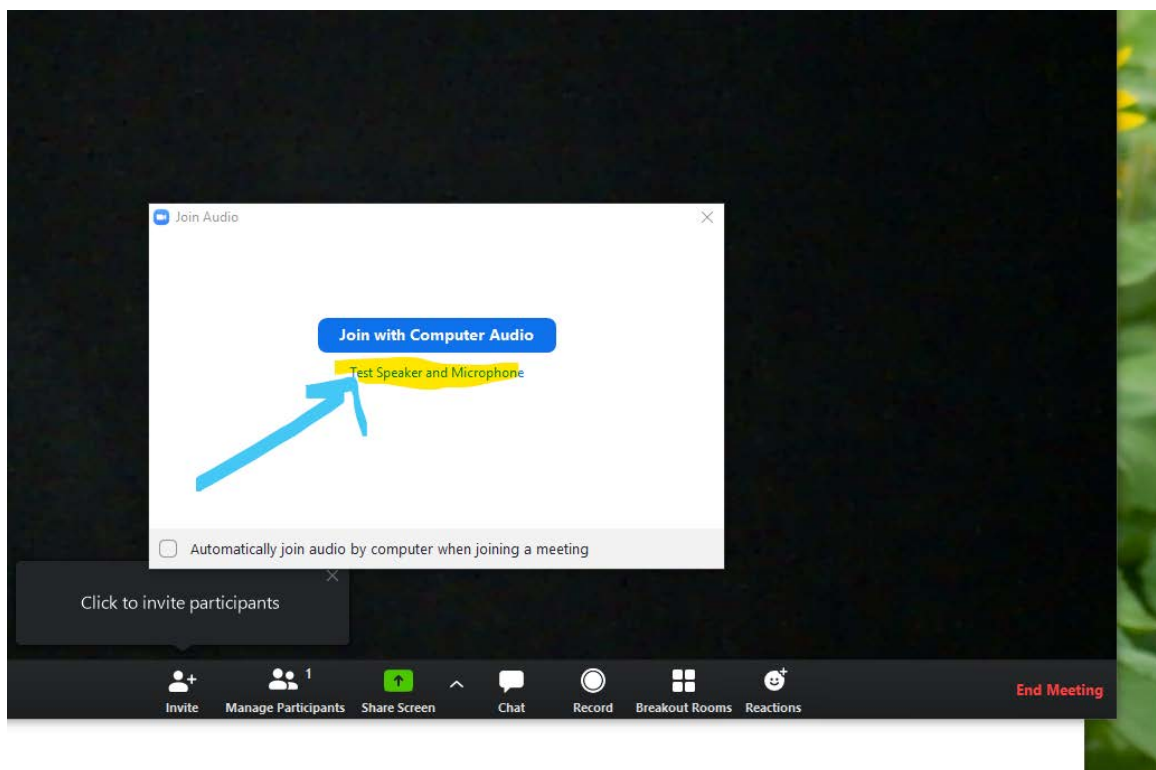**Test your microphone, speaker and camera BEFORE it is time for your first class on ZOOM!**
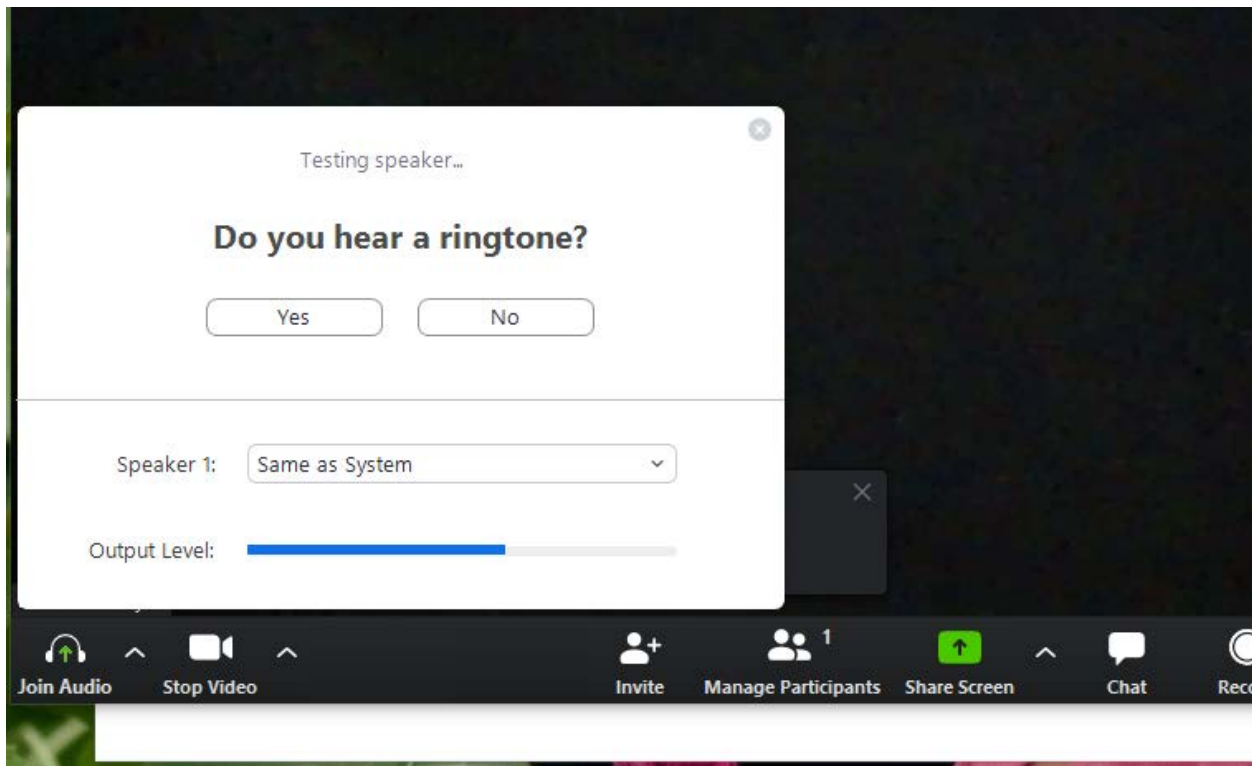
1) After you install Zoom click on "New Meeting"

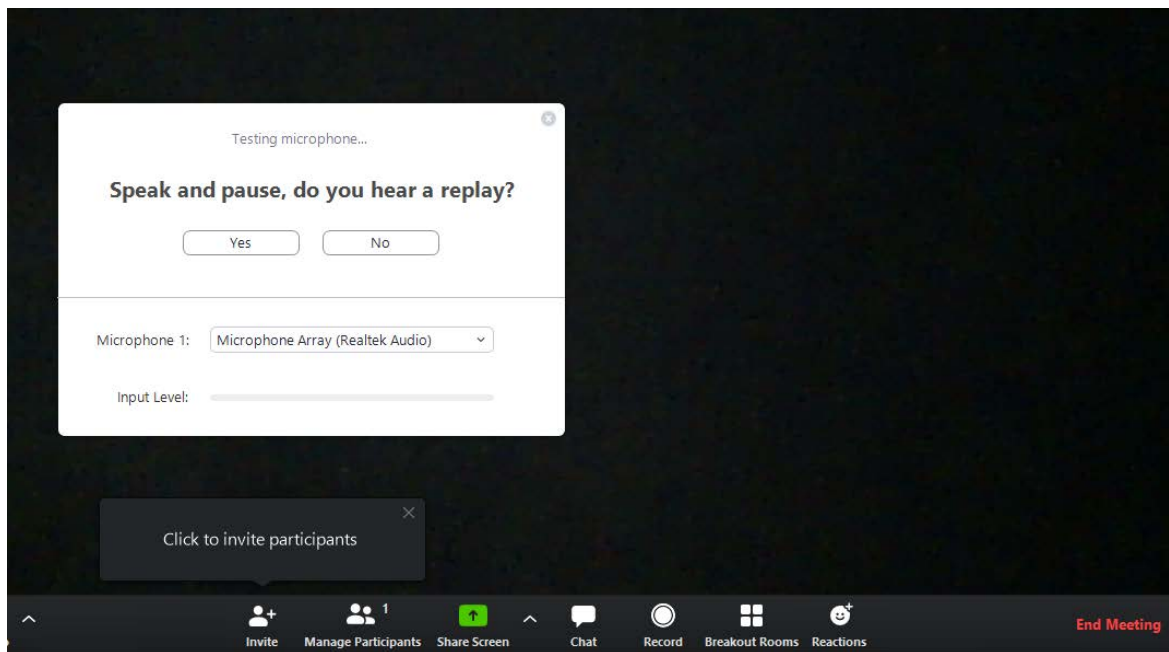2) Click on "Test Speaker and Microphone"

3) Listen for the ringtone and choose "yes" or "no" based on what you hear.

If you hear a ringtone click "yes" and move on to step 4. If you don't hear a ringtone first make sure you have "same as system" showing next to "Speaker 1" then check the volume on your machine. If you still don't hear anything go the built in search bar on your desktop. For PCs it will be in the lower left hand corner for Macs it will be in the upper right corner. Search for "speaker settings" and make needed adjustments within your system.

4) Speak aloud and listen to hear if your voice is replayed to you. If you hear your voice, click "yes" and move on to step 5. If you do not hear your voice first make sure you have "microphone array" or "built in microphone" showing for "microphone 1" then try again. If you still do not hear anything use the built in search option to search for "microphone settings" and make needed adjustments within your system as was described in step 3.

5) Once your microphone and speaker settings are working you will be brought to a screen where you should see your own lovely face indicating your camera is working. You can then go to the lower right corner and "end meeting".

You have successfully tested your system and are ready for your first class!