

Checking/Adjusting speaker and microphone volume on Chromebooks.

If the sound volume on *your chromebook* is too high or too low:

Look for these keys, located in the top row of keys just to the left of the power button:



- The leftmost key toggles sound on and off.
- The middle key lowers the volume.
- The rightmost key raises the volume.

If other zoom meeting participants are telling you that your sound is too loud or too soft *at their end* of the zoom meeting:

First check the Chromebook's microphone volume setting:

- Log into the chromebook.
- Close the chrome browser if it opens automatically.
- Click anywhere in the lower right corner status area shown here to open the Settings window.

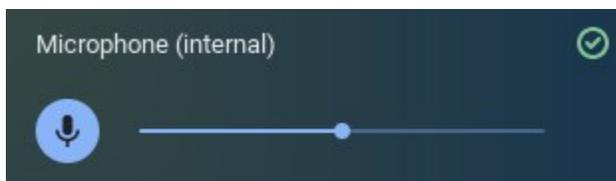


The Audio portion of the settings window will look something like this:



Click on the arrow to the right of the volume slider to open the Audio settings window.

The Microphone portion of the Audio settings window will look something like this:
(the text may be different if you're using a headset with a microphone, but that's OK)



First make sure the microphone symbol looks like above, and not like this:
If the microphone symbol has a diagonal line thru it that means it is muted.
To correct that, click the symbol once and it should change to the blue unmuted symbol shown above.

Next, look at where the dot is located on the volume slider. Normally the dot will be roughly in the middle of the slider.

If your dot is all the way to the left and your zoom volume is too low, try moving the dot to the right. If your dot is all the way to the right and your zoom volume is too high, try moving the dot to the left.

Next check Zoom's volume adjustment setting.

Click on the zoom icon in the statusbar to start zoom.



Once zoom has started, click on the settings icon in the top right corner of the zoom window.



This will open zoom's settings window. Click on the word Audio near the top of the settings window to see zoom's Audio settings.

The volume adjustment setting looks like this:

Automatically adjust microphone volume

If other Zoom meeting participants are telling you that your volume is too loud or too soft **and** adjusting the microphone volume above didn't fix the issue, **and** this setting is not checked, try checking that box.

Hope this helps!