Zoom Guide for Facilitators
Using Audio

Having good audio is essential for quality Zoom meetings and class sessions. This guide describes how to improve audio quality from your computer's microphone (the audio input device you speak into) and speaker (the audio output device that you use to hear other participants) in Zoom meetings. At the start of your meeting, check in with meeting participants to make sure you can hear each other well. Check out TEE's Zoom Guide for Presenting Yourself on Video for more tips that will help you look and sound good in Zoom.

1. Speak loudly and slowly, bringing your microphone closer to your mouth
   - This is especially important if you have a lot of background noise, or if you usually speak softly and quickly
   - If you are using your computer's or Webcam's built-in microphone, find out where the microphone is located so you can move closer to the microphone (e.g., the microphones in newer MacBook Pro laptops are hidden under the **Delete** key and the speaker grill)
   - To avoid audio feedback, don't position your microphone too close to your speaker
   - **Pro tip:** Test and adjust your microphone's input level on your computer's audio settings and in your Zoom app's audio settings
   - **Pro tip:** See if your microphone sounds better when you turn off Zoom's echo cancellation and audio-enhancing features
   - **Pro tip:** Find out what type of microphone you have (i.e., cardiod, supercardiod, bidirectional, or omnidirectional), so you know where to position it relative to your mouth

2. Reduce background noise
   - If you can't move your microphone to a quieter place, turn off other noisy devices nearby, ask others to be quieter, close doors and windows, and use physical noise barriers (e.g., room dividers, furniture, or soundproofing insulation)
   - **Pro tip:** Use a speaker that provides noise isolation or active noise cancellation, and use a noise canceling microphone that you can position close to your mouth
   - **Pro tip:** Adjust your Zoom background noise settings

3. Use another microphone and speaker
   - If you're using your computer's or Webcam's built-in microphone, use an external speaker (e.g., headset, headphones, or earbuds) to reduce audio feedback
   - If you have an external (microphone or speaker) audio device that works with your mobile device, try to use it with your computer

- If you want to purchase an external (microphone and speaker) audio device, consider these tips:
    - Find recent online buying guides (like this one from *GETVOIP*) that provide expert recommendations and list the pros and cons of various types of devices
    - If you need to use the device for long periods, purchase one that:
        i. Is lightweight, portable, and wireless
        ii. is compatible with your mobile devices
        iii. fits comfortably in your ear or over your ear
        iv. charges quickly and stays charged for long periods
        v. **Pro tip:** provides noise isolation or active noise cancellation

    - **Wireless devices** let you move around while talking and listening, but they need to be charged, and they are subject to wireless interference and lag issues

    - **Wired devices** don't let you move around much while talking and listening, but they typically don't need to be charged, and they typically provide better audio quality because they aren't subject to wireless interference and lag issues