## With the Zoom app open, open Zoom preferences

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1) Click on the "Audio" tab on the left.

2) Set your "Speaker" and Microphone settings to your interface (if that's how you're working).

2) Select "Enable Stereo"

3) Click on the "Advanced" button. This will take you to a "Settings" screen.

		Settings		
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Keyboard Shortcuts	Mute microp Enable stere	hone when joining a n o	neeting	
Accessibility	Press and ho	old SPACE key to temp	oorarily unmute yourself	
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In this screen, select "Show in-meeting option to "Enable Original Sound" from microphone.

I can't get Zoom to confirm this, but in theory, selecting "Original Sound" in a meeting (which will be an option floating in your screen during a Zoom meeting) defeats all three settings below, and allows toggling back and forth, but I have found that I get better audio all the time if I have two of the three other settings always disabled, as shown.

Suppress Persistent Background Noise - disable

Suppress Intermittent Background Noise - disable

Echo Cancellation - Auto



Now choose "Profile" from the Settings screen (the same screen that shows up when you select "Preferences" with the Zoom app open.

On the right, choose "View Advanced Features."

This will take you to the Zoom website where the bulk of Zoom preference can be set.



## First make sure that "Telephone and Computer Audio" is selected.

- User Management
- Room Management
- Account Management
- Advanced

**Attend Live Training** 

## Audio Type

Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

Telephone and Computer Audio

) Telephone

Computer Audio

Then on this same page, scroll down through this very long list, and choose...

• Allow users to select stereo audio in their client settings.

• Allow users to select original sound in their client settings.





Allow users to select stereo audio in their client settings

Allow users to select stereo audio during a meeting

## Allow users to select original sound in their client settings

Allow users to select original sound during a meeting





One last thing.

For Zoom to deliver the best audio when sharing your screen, select both...

Share computer sound

and

Optimize Screen Share for Video Clip

In the screen that appears when you choose share.

This will remain set this way for the duration of any meeting, but must be selected again once a new meeting is started. but for some reason cannot be saved as a preference.

Happy Zooming.





For maximum fidelity, choose both of these when sharing the screen. Unfortunately, it doesn't appear that this can be saved as a default setting so you need to select it in every new meeting.

