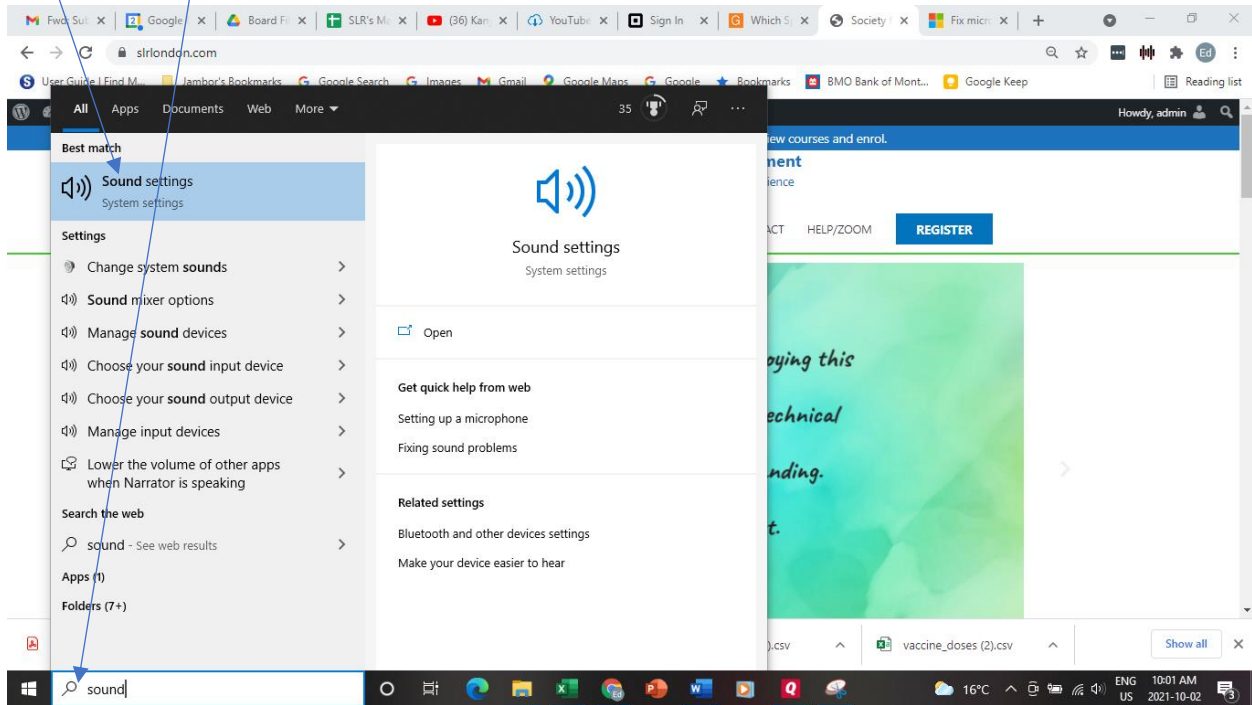
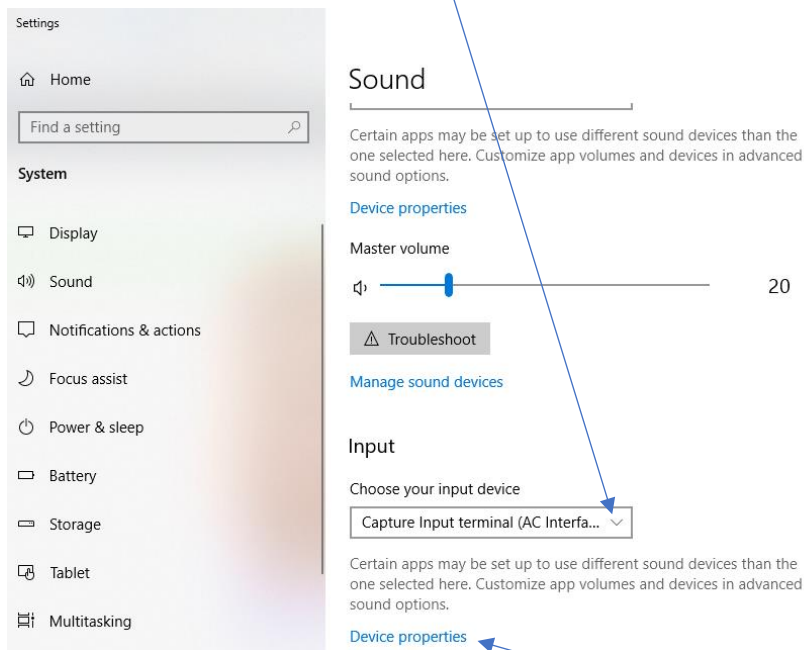


# How to adjust the volume of your Computer or Laptop microphone in Windows

In the bottom left of your screen where it says 'Type here to search', type in 'Sound' and select 'Sound Settings'.

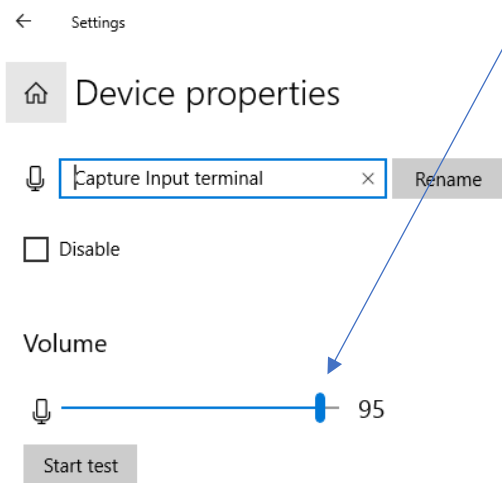


Where it says 'Input', click on the **down arrow** and you will be able to see which microphones are available to you. Select the one you want to use (there may or may not be more than one).



Once you have the microphone selected, click on 'Device Properties'

Here you should adjust your microphone to **100**



If you have more than one microphone available when you click on the **'down arrow'** (sometimes if you have a separate webcam it will have a built in microphone in addition to the one on your computer), you can experiment with the different microphones to see which one works best. You can also switch microphones while you're in Zoom by clicking on the small **'up arrow'** beside the **'Mute'** button at the bottom left corner. This will also find all your microphones and give you the option to select which one to use when in Zoom.

