

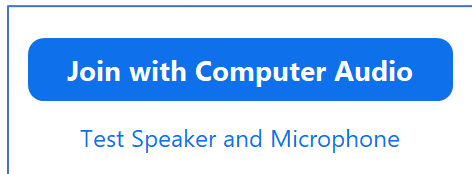
## HOW TO TEST YOUR AUDIO AND VIDEO ON A WINDOWS COMPUTER

- Before a meeting starts, open the Zoom app to make sure the video is working, and the device is in a good position.

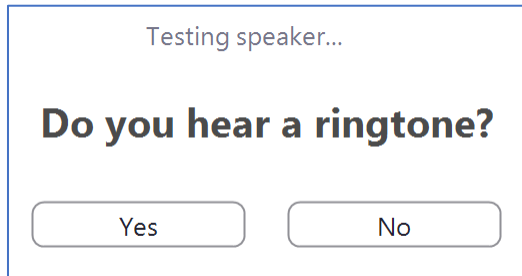
- Open the Zoom app and click “New meeting.” You are essentially starting a meeting where you are the only participant.
- From the window that opens, click “Test Speakers and Microphone.”



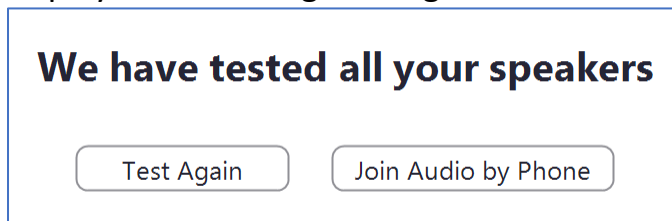
New Meeting ▾



- A ringtone will be played.



Click Yes if you can hear it. If you can't hear it, click No and it will keep trying. If the app cannot detect any other speakers to try, it will display the following message:



If you can't get any of your speakers to work, click “Join Audio by Phone.”

- Assuming your speakers are working properly, the app will test your microphone.

Testing microphone...

**Speak and pause, do you hear a replay?**

If you can't get any your microphone to work, click "Join Audio by Phone."

**We have tested all your microphones**

If you see a box with your name in it, your video is not yet turned on. [See the separate document for instructions on how to turn on your video.]

- You will see video of yourself. That's what other participants will see. Make sure you see yourself in the center of the screen – you may have to reposition the device. Set the device on a table or desk so that it will be still.
- End this test meeting. [See the separate document for instructions on how to end a meeting.]