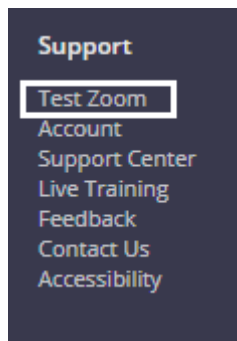
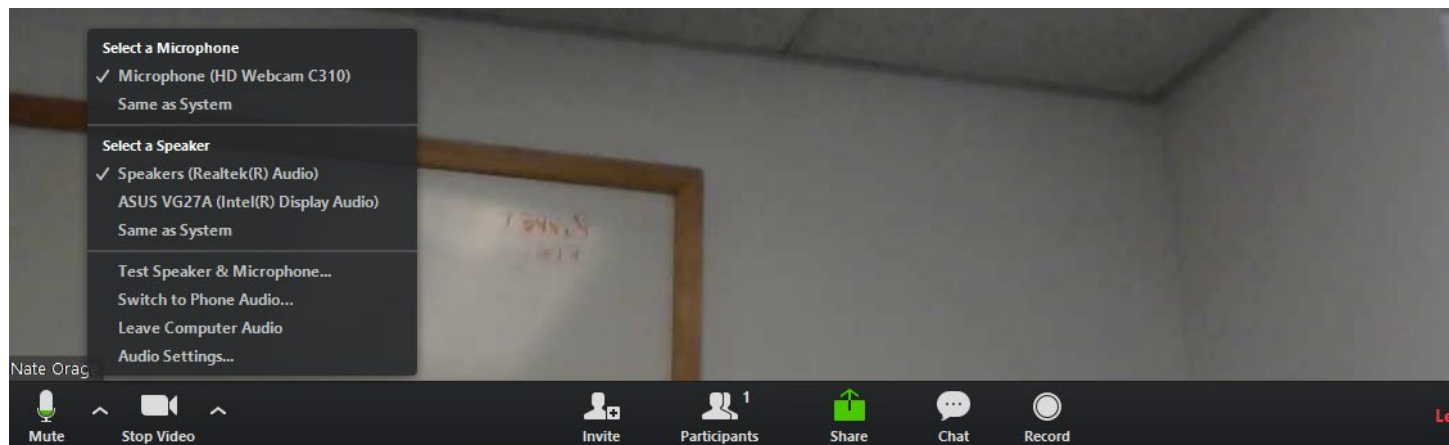


Activating Your Webcam Microphone

1. Log into Zoom via Okta
2. From there, scroll to the bottom of the page, and click “Test Zoom”



3. Click “Join”
Now, a window will open as if a Zoom meeting has started. You will be the only participant in this meeting.
4. Click the arrow to the right of the microphone in the lower left side of the window (see the below screenshot), and confirm the following settings.
Select a Microphone: Select the microphone option that’s linked to the webcam, do not select Same as System.
Select a Speaker: Just double-check that you have your external speakers selected.



5. Next, click **Test Speaker & Microphone**
6. You will hear a tone, and click yes when you hear it.
7. Now you will test your microphone. Make sure your webcam is selected, similar to the screenshot below. Make sure you are in a quiet area, because the microphone will record and playback whatever is present.

×

Testing speaker...

Do you hear a ringtone?

Yes

No

Speaker 1:

Speakers (Realtek(R) Audio) ▾

Output Level:

8. After that, you'll be good to go!