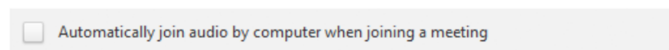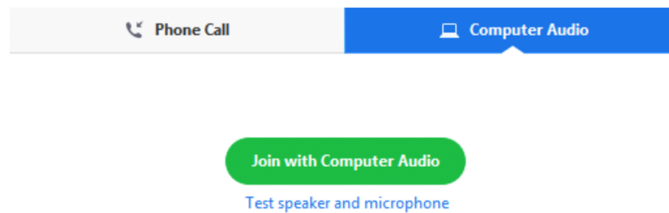# Testing Audio Before Joining a Meeting

If you haven't enabled the setting to automatically join by computer audio, you can test your speaker and microphone before joining a meeting:

1. After joining a meeting, click Test speaker and microphone.

2. The meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or click No to switch speakers until you hear the ringtone. Click Yes to continue to the microphone test.
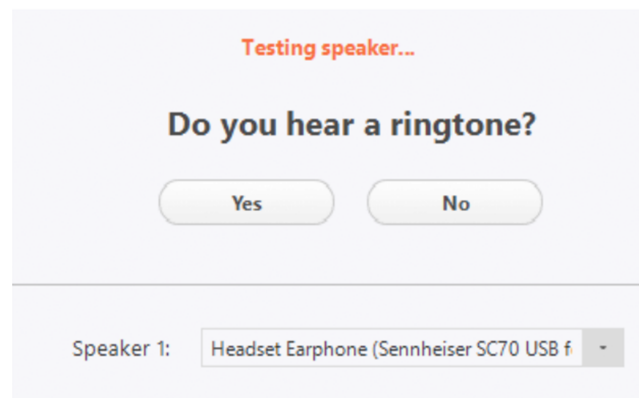
3. If you don't hear an audio replay, use the drop-down menu or click No to switch microphones until you hear the reply. Click Yes when you hear the replay.

4. Click Join with Computer Audio.

5. Click Join with Computer Audio to join the test meeting with the selected microphone and speakers.

Testing Audio Using Audio Settings

To test your audio, navigate to your audio settings before or during a meeting:

Before a meeting

1. Log in to the Zoom client.
2. Click your profile picture then click Settings .
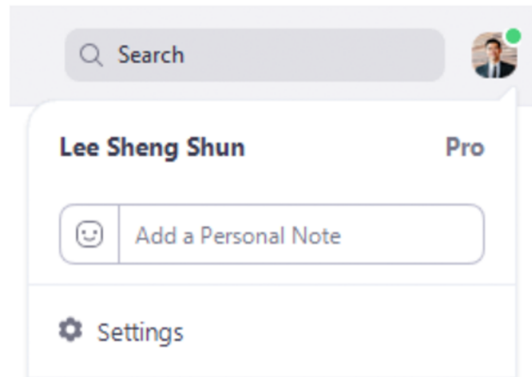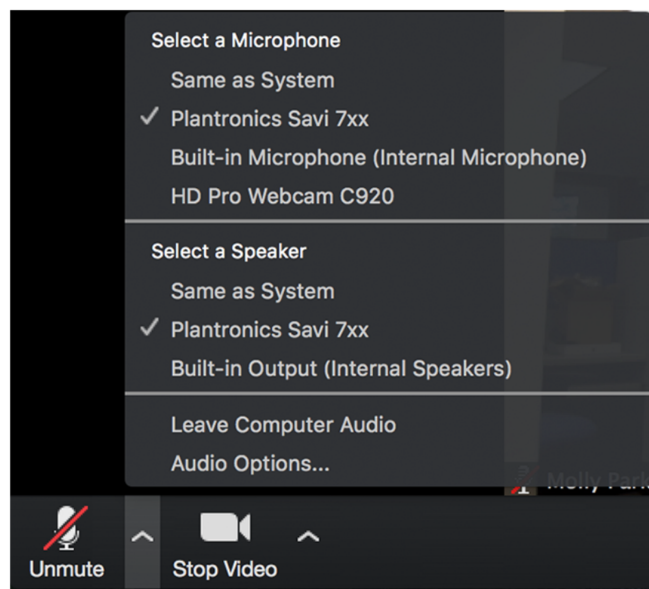

3. Click the Audio tab.

4. Follow the sections below to test your speaker or microphone.

During a Meeting

You can access your audio settings and test your audio when you are already in a meeting.
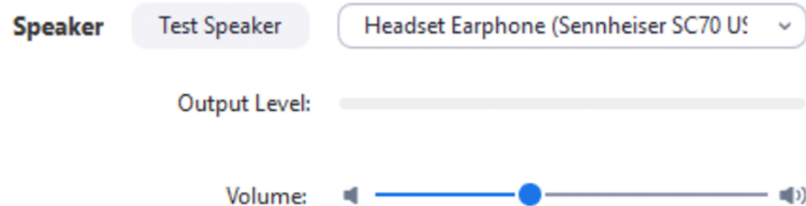
1. In the meeting controls, click the arrow next to Mute/Unmute.

2. Click Audio Options. This will open your audio settings.

Testing your Speaker

1. Click Test Speaker to play a test tone.
2. If you cannot hear it, select a different speaker from the menu or adjust the Volume.

Testing your Microphone

1. In the Microphone section, you will see the green Input Level bar move when Zoom is picking up audio.
2. Click Test Mic to test your microphone.
3. Your audio will start recording. Click Recording when you are done and it will play back. You can select another microphone from the menu or adjust the input level.
4. Check Automatically adjust microphone settings if you want Zoom to adjust the input volume automatically.
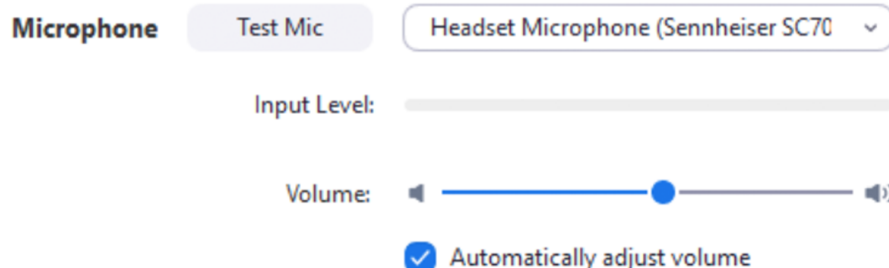

If you are on Windows 10 and can't access the microphone, use the Windows search box to navigate to Microphone privacy settings. Switch on the Allow apps to access your microphone toggle, and enable access for Zoom.
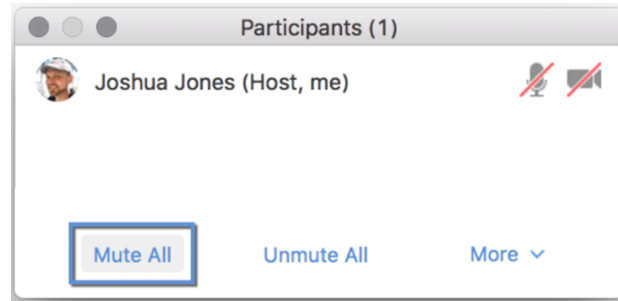
Mute All And Unmute All

You can mute all participants that are already in the meeting as well as new participants joining the meeting.

1. Select Manage Participants
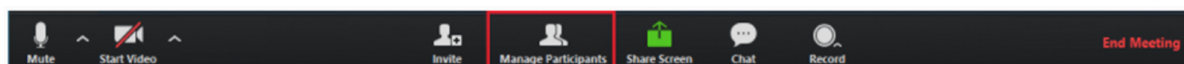
2. Select Mute All

3. You will be prompted to Allow participants to unmute themselves. Clicking Continue will mute all current and new participants.