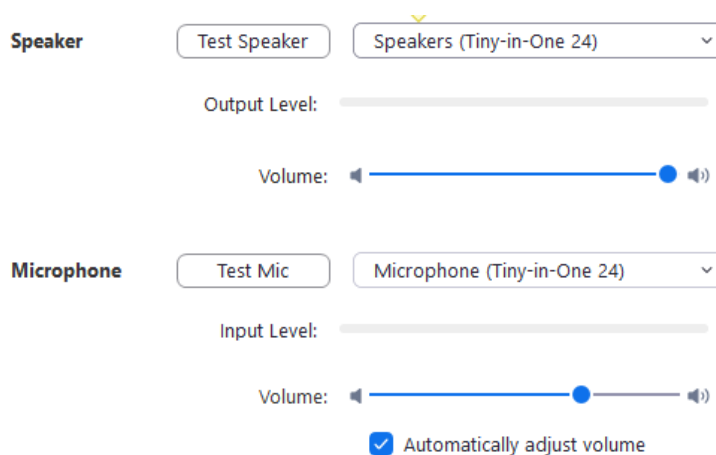


# INSTRUCTIONS: Audio Accessibility Features in Zoom

You can modify Zoom to enhance the speaker and microphone volume. Keep in mind that you may also need to adjust the audio on your device itself.

To the adjust speaker or microphone volume:

1. Open the Zoom application. Sign into your account if necessary.
2. Select your account icon in the top right-hand corner of the screen (with your initials or profile photo).
3. Select SETTINGS.
4. Select AUDIO from the left-hand menu.
5. Use the first slider control to adjust the SPEAKER volume.
6. Use the second slider to adjust the MICROPHONE volume.



7. Click the “X” in the upper right corner to close the window.