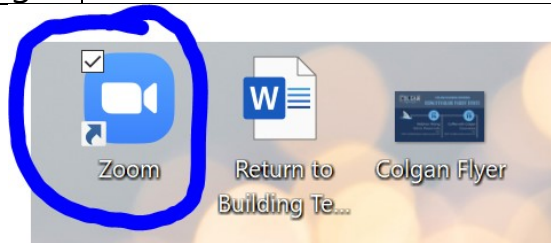
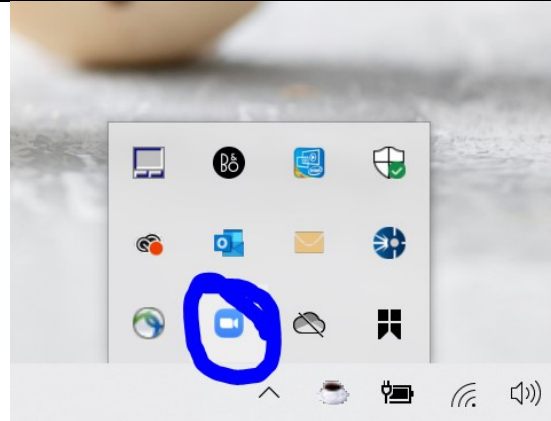


Quick Guide for Zoom Updates & Settings

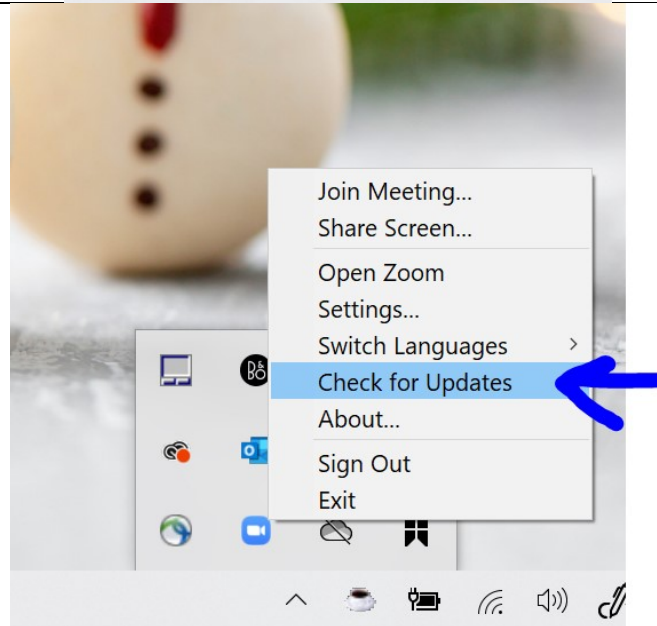
1. Double click on Zoom Desktop App



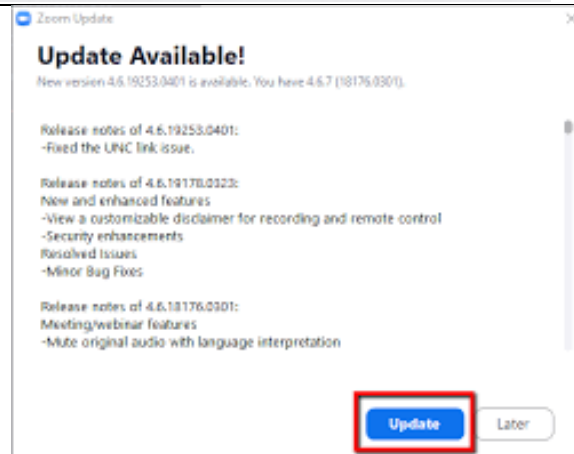
2. Find Zoom icon on Menu bar on the bottom right side of the Desktop



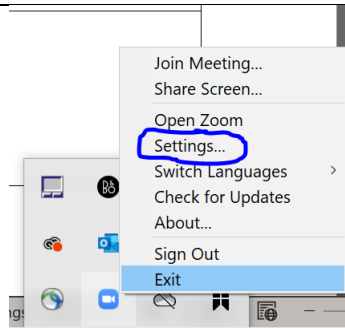
3. Right click on the Zoom icon and then click on "Check for Updates"



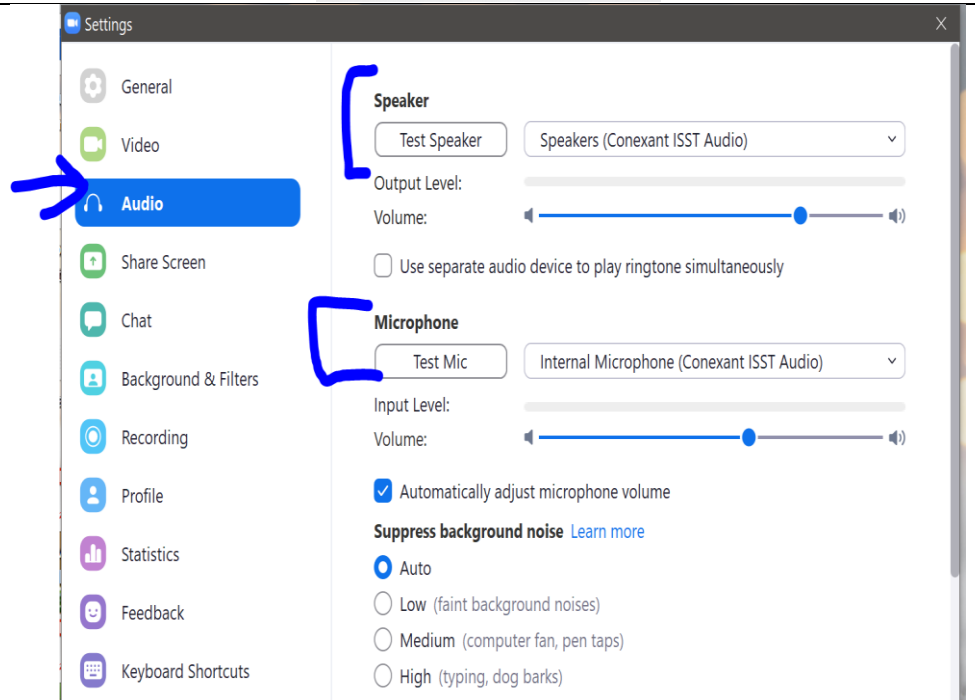
4. If Zoom has an update you will see the following screen-



5. Let the app update. When it finishes, right click on the Zoom icon again and choose "Settings"



6. To check the speakers and microphone, go to "Audio". Click on "Test Speaker" to check for sound and then "Test Mic". You must speak for the microphone to do the test and then listen for the playback.



7. If you can hear the speaker sound and the recording, your new device is good to go! 😊

***If you cannot hear the speaker sound and/or the playback from the microphone recording, please do the following:**

- a. Click on the drop down and choose another speaker/microphone to test;
- b. If there is still no sound from speaker/playback, please call IT Help Desk at 703-791-8826 or put in a Help Request ticket to PWCS IT Dept. at pwcshelpdesk@pwcs.edu for assistance;
- c. If the issue is not resolved in 24-48 hours, please email the Benton Middle School Help Desk at btms-hepdesk@pwcs.edu for further assistance.