Changing the Microphone and Speaker Outputs in Zoom

If you or your meeting participants are not getting audio during a Zoom meeting, follow these steps in order to make sure the speakers and microphone are configured properly:

1. Sign into the Zoom Desktop Client using SSO
2. Start a New Meeting or Join a Meeting
3. Once in your meeting, click on the small caret symbol (^) on the Microphone button

4. From this menu, you can select the proper Microphone and Speaker outputs. If you are ever unsure of which is the correct one, you can test the selections by clicking on "Test Speaker & Microphone..." from this same menu.