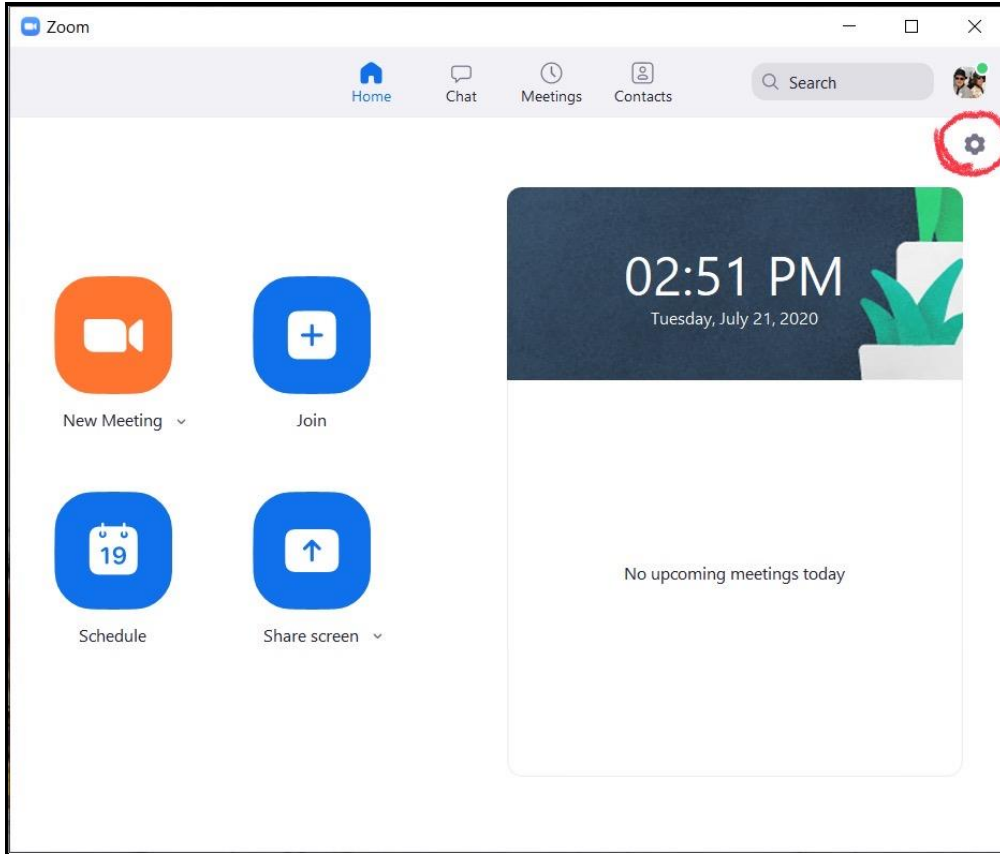
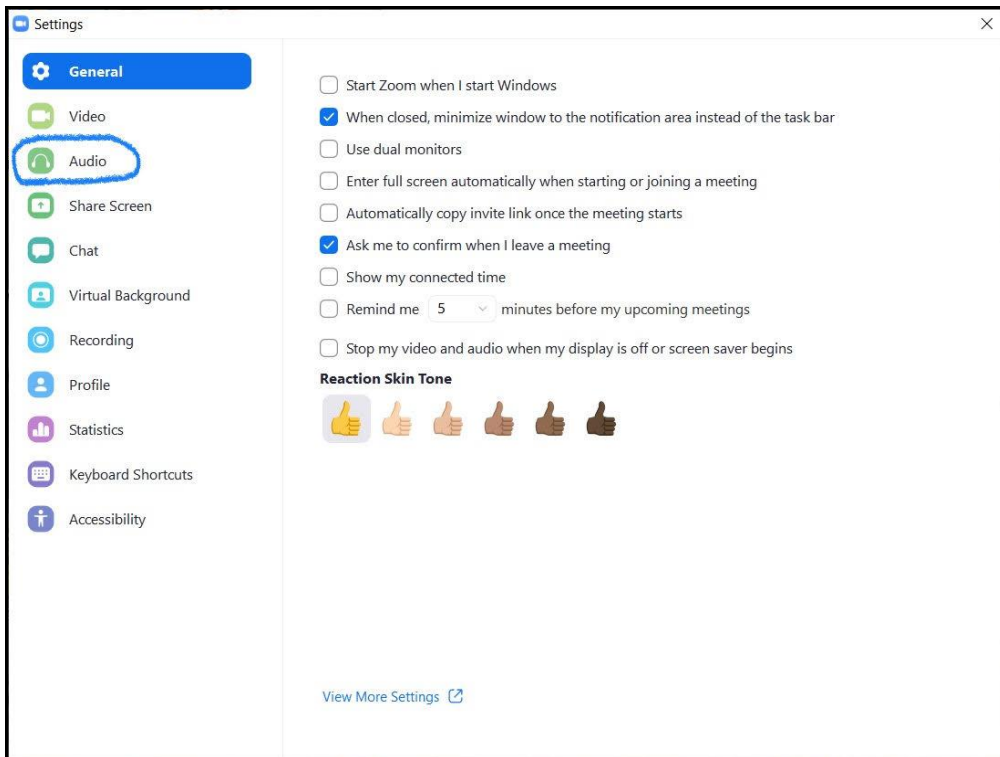


## Zoom Pre-meeting Controls - Windows & Mac

Select **gear** icon to open **General Settings**



Select **Audio**:

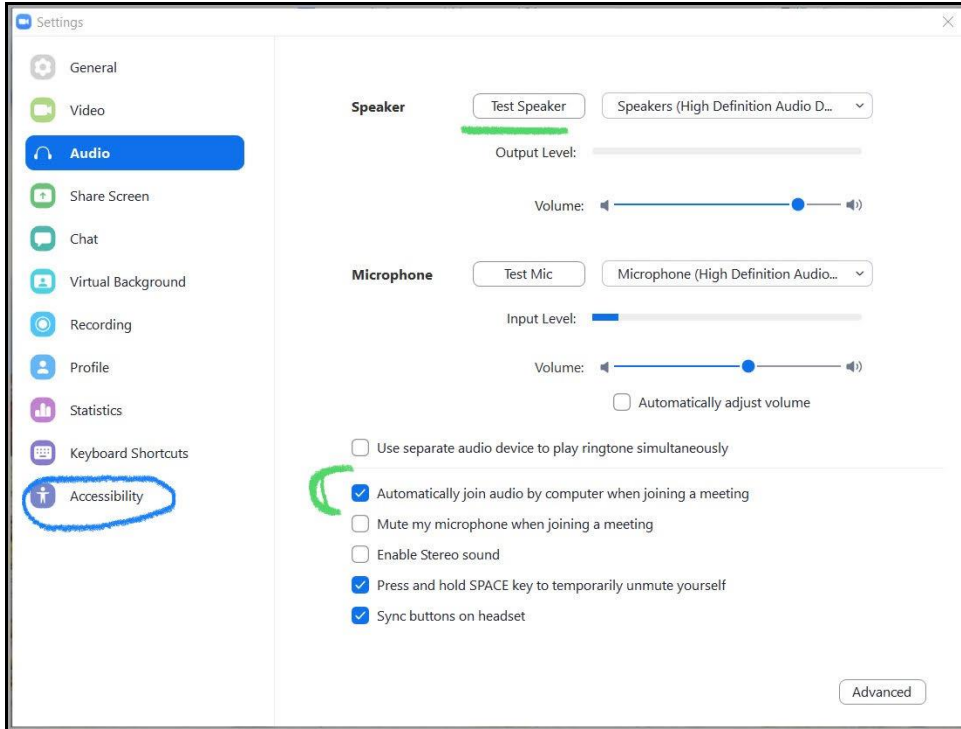


## Zoom Pre-meeting Controls - Windows & Mac

### From Audio:

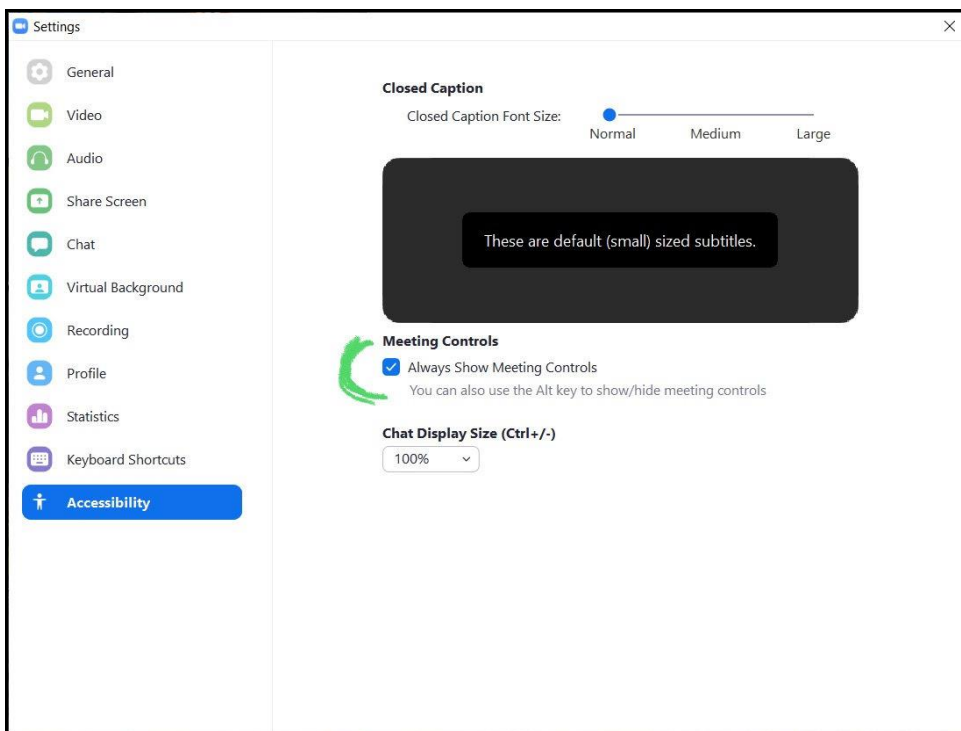
- Test and adjust speaker as needed
- Select ***“automatically join audio by computer when joining a meeting”***

Select **Accessibility** from left margin:



### From Accessibility:

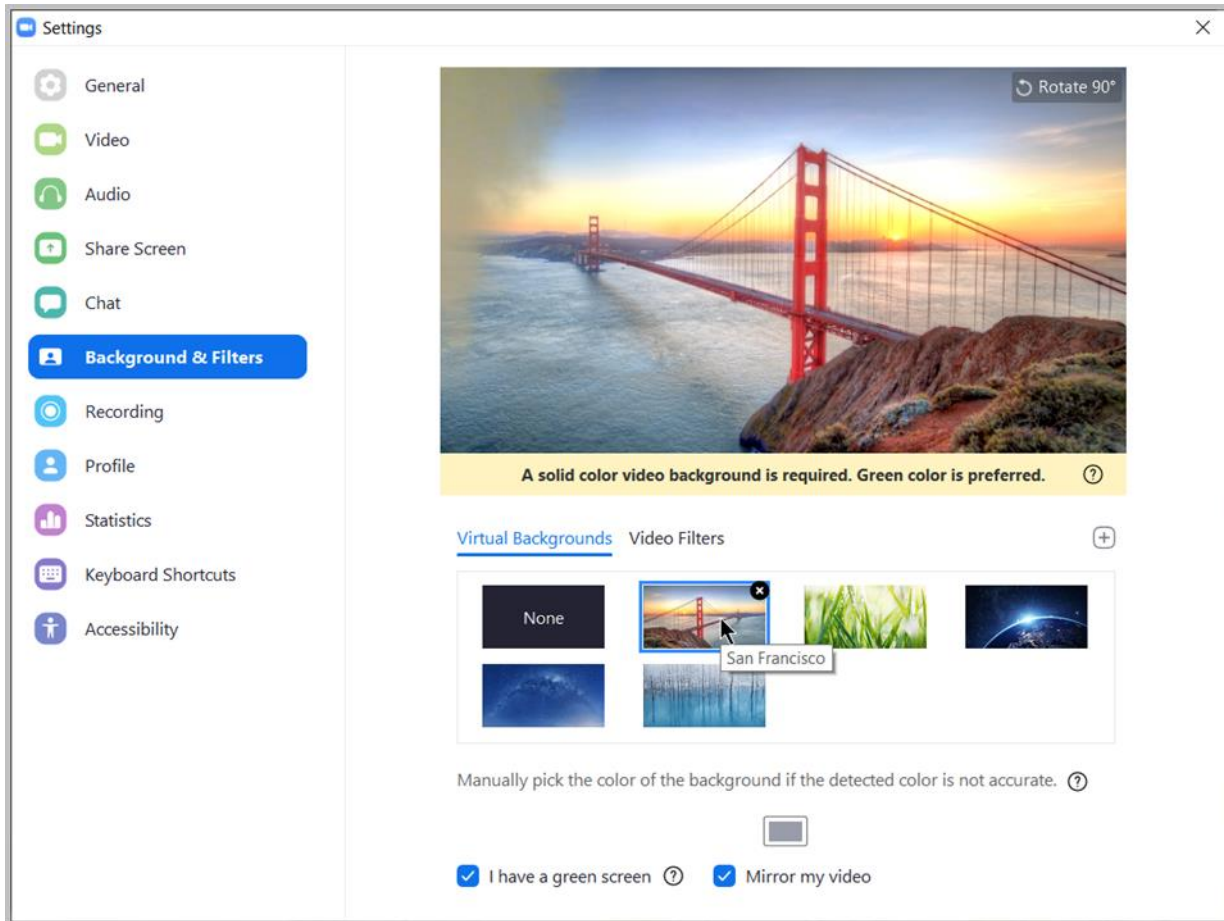
- Select ***“always show meeting controls”*** so they don't hide if not hovering over bottom of screen



## Zoom Pre-meeting Controls - Windows & Mac

To change or set your background select “**Background & Filters**”.

Select a ‘stock’ photo or select “+” to search and add a photo from your computer.



Zoom Help Center for more information:

<https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>