Many thanks to Andy Johnson of Northampotonshire Music and Performing Arts Trust for this information:

Altering the Audio Settings in Zoom

These settings can only be changed on a laptop/desktop computer

I) Open the Zoom App and select the little \cos in the top right hand corner



2) Select "Audio" from the left hand pane

Settings		×
 General Video Audio Share Screen Chat Virtual Background Recording Profile Statistics Keyboard Shortcuts Accessibility 	 Start Zoom when I start Windows When closed, minimize window to the notification area instead of the task bar Use dual monitors Enter full screen automatically when starting or joining a meeting Automatically copy invitation URL once the meeting starts A kt me to confirm when I leave a meeting A kt me to confirm when I leave a meeting Show my connected time Show my connected time Stop my video and audio when my display is off or screen saver begins Reaction Skin Tone 	
	View More Settings (2)	

3) Untick the "Automatically adjust volume" setting beneath the microphone section, then click "Advanced".

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Θ	General		
0	Video	Speaker Test Speaker Speakers (Realtek(R) Audio)	
Ω	Audio	Output Level:	
⊡	Share Screen	Volume: 🔳 🔍 👘	
0	Chat		
	Virtual Background	Microphone Test Mic Microphone Array (Realtek(R) Au ×	
0	Recording	Input Level:	
8	Profile	Volume: 🕊 🔷 👘	
٠	Statistics	Automatically adjust volume	
	Keyboard Shortcuts	Use separate audio device to play ringtone simultaneously	
Ð	Accessibility	 Automatically join audio by computer when joining a meeting 	
		 Mute my microphone when joining a meeting 	
		Press and hold SPACE key to temporarily unmute yourself	
		Sync buttons on headset	_
		Advanced	

4) Tick "Show in-meeting option to "Enable Original Sound" from microphone and make sure the top 2 boxes says "Disable"

		~ ~ ~
General	< Back	
Video		for structure
Audio	Audio Processing	Restore Defaults
Share Screen	Supproce Description Packaround Noice	Dirable
Chat	suppress Persistent Background Noise	
Virtual Background	Suppress Intermittent Background Noise 🕥	Disable ~
Recording	Echo cancellation	Auto 👻
Profile		
Statistics		
Keyboard Shortcuts		

5) Within the session, in the top left corner it will say "Turn On Original Sound" (you may need to hover your mouse up there to get the option to appear). Click on that and it will be highlighted in blue and change the text to "Turn off Original Sound" – this means it has been enabled. If you always use the same microphone, you can click the Down Arrow next to the text and it will give you the option to select a microphone to always use original sound.

