

# **Zoom Best Practices**

## **Before for the Meeting**

### **1. Set up your equipment**

- **Download the Zoom desktop app and encourage guests to do the same**
- Test your audio and video (Zoom's test function: [zoom.us/test](https://zoom.us/test))
- Review how to share your screen
- Close unnecessary tabs in your browser and turn off notifications such as Email or messaging
- Make sure you are not in a high traffic/high noise area (whenever possible)

### **2. Visual interaction**

- Lighting should come from in front of you or from the side, in order to best light your face
- Keep your background clear of distractions
- Look at your webcam, not at the screen
- Use gestures and mannerisms that you would typically use in person

## **During the Meeting**

### **1. Make sure everyone can hear you**

- Make sure the microphone is on and close enough to pick up your voice, no matter what location you are in.
- Direct your speaking towards the microphone, so others can clearly hear you
- Identify yourself to meeting attendees - say your name the first time you begin speaking.
- When screensharing, if you are referring to something on the screen, describe where your cursor is going or what it is that you are referring to.
- Avoid saying "here" or "this" when describing something. Instead, try using more descriptive language: "Notice the box labeled 'sign in' in the upper-left corner of the home page." or "When reviewing the spreadsheet, in column H, row 34..."

## **2. Help everyone focus**

- Don't have side conversations.
- Stay on task
- If you aren't talking, mute or turn off your microphone.
- Avoid noisy activities like typing while your microphone is on.

## **3. Reduce distractions**

- Sit or stand somewhere with a neutral background (or use a virtual background).
- Make sure your camera is on a steady surface to prevent shaking
- Turn off your camera if you need to take care of business outside of the meeting (ex. someone in-person needs your attention). Turn the camera back on when you are present in the meeting again.

## **If You Are the Host**

- **Ensure security and prevent unwanted guests –**
  - Require a passcode for your Zoom meeting (setting is available when you are scheduling your meeting)
  - Enable the waiting room feature so the host can permit only the intended users to the meeting (setting is available when you are scheduling your meeting)
  - Don't share or post your Zoom link on social media, or to an unnecessary audience
- Review and test the host controls and meeting settings before your meeting
- Turn on Automatic Transcription (if you wish to review typewritten documentation of the meeting activity)
- Remind attendees to mute their mics when others are presenting or speaking
- Let them know how they can get your attention during the meeting
- Notify attendees if you will be checking the chat window
- Remind attendees that they should unmute themselves to participate
- Start the recording (or set up automatic recordings) before the meeting activity begins
- Be the last to leave the meeting to ensure you have afforded your attendees with the opportunity to ask questions