

Zoom: Best Practices in a Meeting

Prepare for the meeting

- Set up your equipment
 - Download the Zoom desktop app and encourage guests to do the same
 - Decide whether you will use one monitor or two
 - Get a headset and microphone if you have them, to reduce background noise
- Test your audio and video
 - Review how to share your screen
 - If you plan on sharing material have it opened before you start your Zoom
 - When sharing your screen choose the specific document you want to share if you share by the screen you risk showing information that you don't want shared.
 - Close unnecessary tabs in your browser
- Look your best
 - 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

Participate productively

- Make sure everyone can hear you
- Use a microphone when you speak.
- Make sure the microphone is on and close enough to pick up your voice, no matter what location you are in.
- Help everyone focus
- Don't have side conversations.
- If you aren't talking, mute or turn off your microphone.
- Avoid noisy activities like typing while your microphone is on.

If you are the host

- Review your host controls and meeting settings ahead of time
- Share housekeeping details with attendees
- Remind them to mute their mics when others are presenting or speaking
- Let them know how they can get your attention during the meeting
 - Will you be checking the chat window?
 - Should they unmute themselves to speak up?
 - Should they use the Raise Hand feature?
- Start the recording (or set up automatic recordings)

