Zoom Best Practices

Accessing and Joining the Meeting

It is best to join the online meeting via a desktop or laptop computer (larger screen, full keyboard). The next best is via a tablet or mobile device. You can also join the audio-only portion by dialing into the meeting.

Many meetings will be conducted using the Zoom application (a free app for use on PC, Mac, and mobile platforms). [Download](#) it in the corresponding app store for you device. The icon looks like a white video camera inside of a blue square.

The meeting invitation will look *similar* to this:

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Please click the link below to join the webinar:

https://zoom.us/j/123456789

Or iPhone one-tap :
     US: +1 646 558 8656,, 858740xxx#  or +1 312 626
6799,,858740xxx#
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Before you start…

1. Connect a wired connection/Ethernet connection, if possible (PC, Mac)
2. If working wirelessly, ensure you have the strongest signal you can. Streaming audio and video use considerable bandwidth.
3. On your computer, close any programs or applications you don't need for the meeting to minimize distractions. Mute internal messaging.
    a. Modern Windows-based PCs: right-click on the bottom right icon in your desktop, and select 'Turn on quiet hours'.
    b. Mac: Click the Notification Center icon in the upper-right corner of the Menu bar, and scroll to the top of the Notification Center. Click the Do Not Disturb switch to the 'On' position.
4. If you'll be presenting your screen, close any application that displays notifications or pop-ups on your screen (e.g., email applications). Also close out any other non-applicable programs or applications.

    a. Be able to quickly and easily switch between applications (e.g., photographs, Acrobat, .pdf, spreadsheet
    b. Windows PC: *Alt+tab*
    c. Mac: *command+tab*

Camera

1. Check your camera – see how others will see you.
   a. Modern Windows-based PCs: press *Windows key* (lower left section of the keyboard), type 'cam' (for CAMera). Preview your look, adjust your lighting, keyboard height (*avoid the 'up the nose' angle*), and location or background, if you are able.
   b. Mac: *command+space* and type 'Photobooth' – follow the rest above.
   c. Mobile device: turn your camera into 'selfie' mode (front-facing camera). Find and use a stationary prop/stand, if you can.
2. *Test your video* before starting, even if you've recently done so.
   a. Zoom, both PC and Mac: click on the gear/sprocket (typically the upper right corner of the app), then 'Video' on the left

Audio

1. It is recommended to use a headset because built-in microphone and speakers are typically mediocre and it will be challenging for others to understand you.
2. Test your sound prior to the call.
   a. Zoom, both PC and Mac: click on the gear/sprocket (typically the upper right corner of the app), then 'Audio' on the left.
   b. Test *both* the speaker/s *and* the microphone. Be sure the correct device is selected if there are multiple choices.
3. Silence any mobile device (the one you're using, if this applies, as well as any nearby tablets). Switch volume off or set to Do Not Disturb/DND mode.
   a. Apple/iOS devices: Go to Settings, then tap 'Do Not Disturb', and slide 'Do Not Disturb' on
   b. Android devices: Swipe down from the top of your screen to open the notification shade, and select the *Do Not Disturb* icon.
4. Avoid anything that can create unwanted noise. This includes near-empty disposable water bottles, snack wrappers, "noisy" jewelry, and the like.

5. Mute yourself when not speaking. Use your headset's physical buttons, if applicable. You can also use the application interface to mute/unmute:
    a. Zoom, iOS and Android: tap 'mute' (microphone icon) in lower left corner
    b. Zoom, PC: click 'mute' (microphone icon) in lower left corner; also, *Alt+A*
    c. Zoom, Mac: click 'mute' (microphone icon) in lower left corner; also, *shift+command+*

Recording

1. If you're using a laptop or mobile device, be sure to have a full battery or be near a charging opportunity if you expect the meeting to be long.
2. Head to https://zoom.us/test to ensure things are working as you expect them to be. If so great. Exit, continue.
3. Arrive to the meeting early and ensure you've gone through your audio and video checks. Mute yourself, if not already muted.
4. Look at your camera (typically top middle of laptop and phone bezels) when you speak instead of anywhere else. If you using a mobile device, rotate your device 90 degrees (landscape view)
5. Head-nodding and other body language go a long way, even when you are muted. Doing your best to re-create a near-in-person experience will help.
6. To virtually raise your hand, Click *Raise Hand* in the webinar controls (bottom strip of commands). The host will be notified that you've raised your hand. Click *Lower Hand* to lower it if needed.
    a. PC: *Alt+Y* keyboard shortcut to raise or lower your hand
    b. Mac: *Option+Y* keyboard shortcut to raise or lower your hand