


# ZOOM



---

*Tips, Tricks and Best Practices*

# Preparation - Everyone

---

- **Prepare Your Space**
- **Mute Your Microphone**
- **Use Headphones**
- **Test Your Camera and Microphone Ahead of Time**
- **Wires Over Wireless**
- **Don't Make Private Meetings Public**

# Preparation – Hosts/Co-Hosts

---

- Manage Screen Sharing
- Manage Your Participants
  - Set a meeting password
  - Allow only signed-in users to join
  - Disable video
  - Mute participants
  - Turn off file transfer
  - Turn off annotation
  - Disable Private chat

# Options for Participants

---

- Mute/Unmute – can hold down space bar to temporarily unmute
- Stop/Start Video
- Chat
- Share Screen
- Reactions

# Options for Hosts/Co-Hosts

---

- Security
- Manager Participants
- Record

# Common Mistakes

---

- Not enough eye contact with the audience
- Vocal monotony
- Winging it or reading from your notes
- Going overboard on slides
  - Only use them if helpful
  - Keep them simple
  - Toggle in and out to make eye contact with audience
- Having a distracting background
  - Not too busy
  - Not too plain
  - Lighting too bright or too dark
- Letting everyone turn off their video
  - Speaker's responsibility to keep audience engaged
  - It's OK to ask people to turn their camera on
  - Try to be on camera as often as possible

# Zoom Etiquette

---

- Don't be late
- Turn on the camera if you can
- Sit still
- No eating
- Get good at interrupting
- Close the office door – try to keep interruptions at a minimum
- Don't multitask