

Best Practices for Using Zoom for Web Conferencing

Tip #1: Test the software prior to attending

- Download the Zoom App
- Test the microphone and webcam to ensure they are properly working

Tip #2: Use Headphones/Earbuds

- Invest in a good pair of headphones/earbuds with a quality microphone. That way it can help eliminate outside sounds and the participants can hear you loud and clear.
- Avoid moving too much or having clothing around the microphone
- Speak naturally while enunciating each word
- Keep your microphone muted when you aren't speaking
- Expect a few seconds of delay in responses due to the technology

Tip #3: Position your webcam

- Be sure to position on your entire face, not too close and not too far.
- When speaking, you want to talk to the web cam and keep focus on the webcam, not looking at the participants on the screen. may take some practice since it's not natural to look at the webcam, but the other participants will see your eyes when you converse.

Tip #4: Clear/Organize your computer desktop

- At some point, you may be asked to share your screen. Prior to the meeting, go ahead and exit or minimizing applications that do not pertain to that class session.

Tip #5: Be aware of your attire

- Just because you are joining a meeting from the comfort of your home, not all home clothing attire is appropriate (i.e. pajamas, spaghetti straps, etc.). Dress as though you were heading to your class face to face.
- Striped clothing or shirts with intricate patterns do not transmit well on camera because they are visually distracting.
- Jewelry should be small and simple. Big jewelry can be distracting to those tuning in and could bump into your microphone. Also stay away from dangling earrings and shiny eyeglass frames.

Tip #6: Be aware of your surrounding

- Try and pick a quiet spot in your house or apartment, with a solid wall behind you, people or pets walking behind you can be distracting to other participants.
- It is not professional to join a meeting while lying in bed or reclining on a couch. Choose an area which you are sitting in an upright position.
- Make sure the room has adequate lighting, pull the shades on windows and doors.

Tip #7: Be aware of your facial expressions

- Since the webcam is focused on your face and upper body, be aware of unwanted/distracting non-verbal cues (i.e. eye rolling, sighing, crossing your arms, smiling/laughing at inappropriate times, etc.)
- If you speak with your hands, practice keeping them put. Hand movements can distract your audience and keep all head movements to a minimum as well as jerky movements forward or back.

Tip #8: Stay stationary

- Once you pick your spot, stay there. It can be distracting while you are moving around with your mobile device.
- Avoid rustling papers or doing any other tasks that might be distracting to other listeners.
- *****For your safety, you are NOT allowed to join Zoom meetings while driving. ****

Tip #9: Join early

- Get in on the virtual meeting early, just to troubleshoot any problems.

Tip #10: Listen Actively

- This means no multitasking during the meeting. Turn off all notifications on your computer (email, instant messaging, etc.). Turn off your phone if it will be a distraction. Don't look at your email, don't browse the web, or Facebook, or other social media. The audience can tell when you aren't fully engaged. Commit to giving your full attention to the discussion.