

Zoom Meeting Tips and Etiquette:

Video:

Adjust your camera so your head and shoulders comfortably fill the screen. Leave some room around yourself but not too much, we want to see you! Think network newscaster, or good portrait photo.



Consider what is behind you:

Busy piles of stuff can be distracting; movement, people passing behind you, traffic outside your window etc. (Take a look at the Zoom virtual backgrounds)

Lighting:

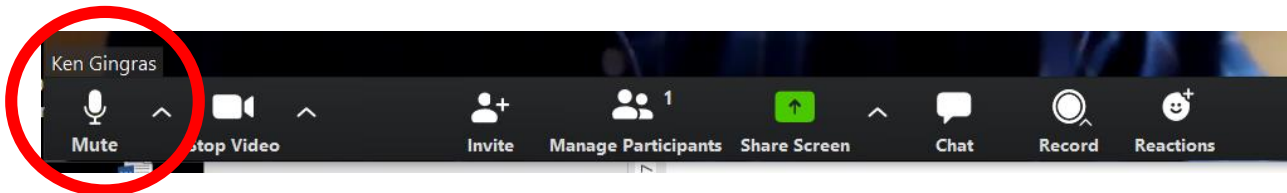
- Best to have the majority of the light coming from in front and slightly above.
 - (Maybe your desk lamp can be re positioned to do this)
- Try not to have a bright window or light behind you; that tends to create a silhouette

Sound: Take advantage of the test feature that Zoom offers before you enter the meeting.

- If you are in a quiet room and are using a laptop with built in microphone and speakers you may be okay. After you're in the meeting use the ^ next to the Mic icon to adjust if necessary. (see below)
- If you have a pair of earbuds with a microphone built in, these typically work very well.
- For max quality a headset with microphone is the best option

Please! Mute your mic unless you want to speak. (just click the icon to mute or unmute)

- This keeps unexpected sounds from interrupting the meeting *WOOF*
- Also keeps the keyboard sounds down
- Also avoids inadvertent echoes.



Zoom Bottom right typically has the controls.

Chat function is pretty straight forward. We will be using this feature to get the attention of the speaker or their VCP coordinator.