Guide to Zoom Best Practices

**Before the Meeting:** Things to do

* Test your Audio and Video
  + Make sure to choose the correct audio input and output sources and levels
  + Make sure to choose the correct camera for the meeting if more than one option is available
* Have the content you intend to share prepared ahead of time
* Make sure you know how to share your screen

**Hosting A Meeting:** Best practices

* Mute your mic if others are presenting/speaking
* Use “Gallery View” for smaller group/team meetings
* Share your screen
  + Share specific Applications to control displayed content
  + Use “Pause” to freeze the view to the participants
  + Use “New Share” to seamlessly transition between shared applications.
* Use the Annotation tools to grab and direct attention

**Turn the camera on! –** Looking your best

* Lighting should come from in front of you or from the side to best light your face
* Pay attention to hair and clothing – people can still see you
* Think about your background - make it interesting but not distracting
* Put your webcam at eye level or higher – experiment for best angles
* Use the gestures and mannerisms that you would typically use in person
* Make Eye Contact - Try to look at your webcam versus the screen

Here are some great resources from our Knowledge Base to take a deeper dive into using Zoom.

* Download the [Getting Started with PC and Mac Guide](https://support.zoom.us/hc/en-gb/article_attachments/203114083/Zoom_Getting_Started_with_PC_and_MAC_v6.pdf)
* Watch the [Getting Started Videos](https://www.youtube.com/playlist?list=PLKpRxBfeD1kEM_I1lId3N_Xl77fKDzSXe)
* Join our [Weekly Zoom Meetings and Webinar training](http://zoom.us/livetraining)

If you require technical assistance, please call us at 888-799-9666 (option 2) or if the matter is less urgent, fill out a Support Request here: <https://support.zoom.us/hc/en-us/requests/new>