

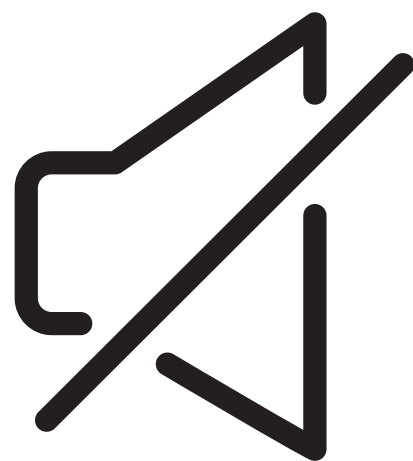


## ZOOM

# BEST PRACTICES FOR VIDEO CONFERENCING

### DEFAULT SETTINGS

Mute your audio and turn off your camera by default. To do this, go to Settings > Audio > Mute microphone when joining a meeting and Settings > Video > Turn off my video when joining a meeting. To access Settings, launch the app and click on your profile icon in the top right corner.



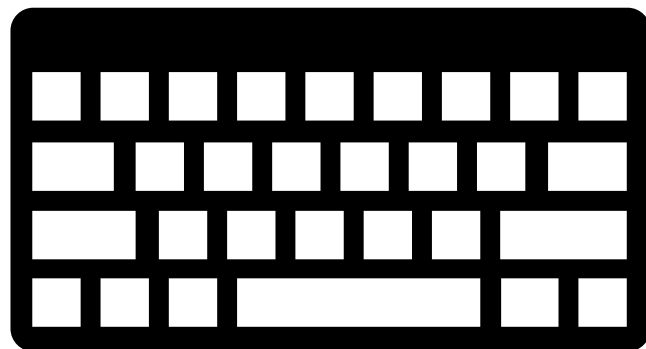
### CHANGING A BACKGROUND



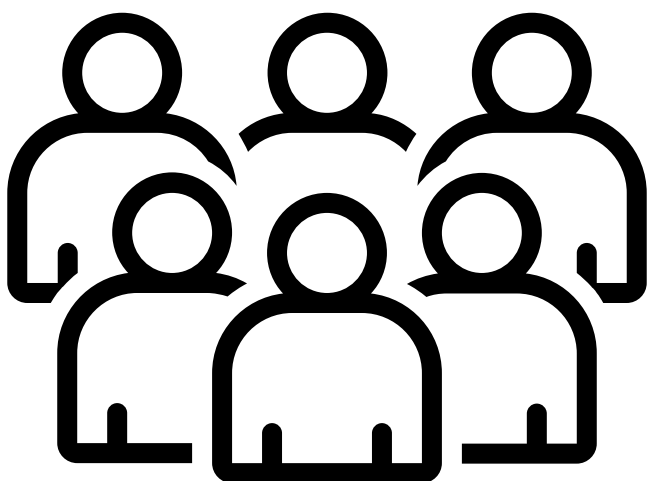
Go to Settings > Virtual Background to select or upload a background image. Remember to keep it professional by avoiding cluttered or distracting backgrounds. Try a quick internet search for good options or choose from those provided by Zoom.

### SHORTCUTS

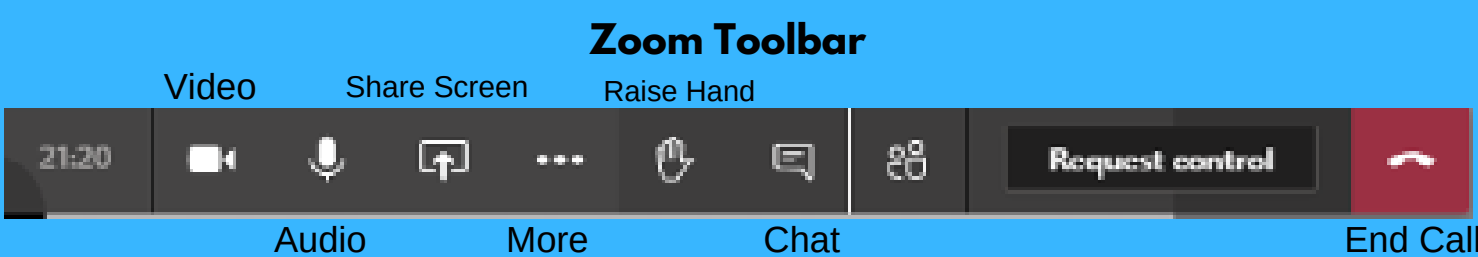
Use shortcuts to save time. Use the spacebar to mute and unmute yourself quickly. A full list of keyboard shortcuts is available on Zoom's support page or some are available in Settings.



### GALLERY VIEW



To view all participants, use gallery view. Click the tab in the top right corner that says "gallery view." If the meeting has fewer than 49 people, you will be able to see every participant. Use the chat feature to send a direct message to a single participant.

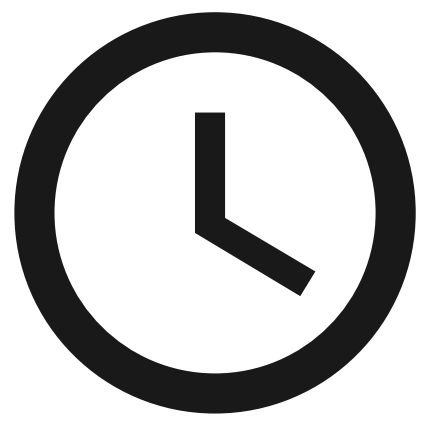




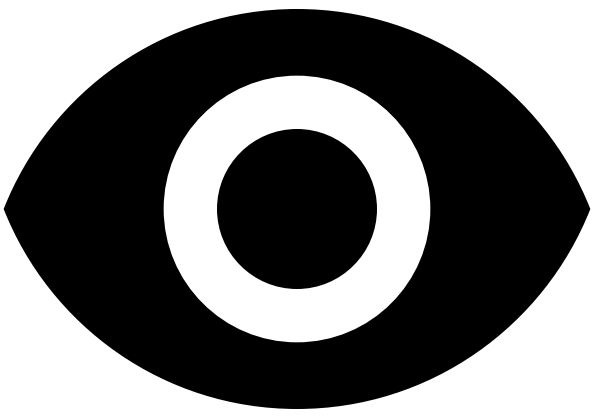
# GENERAL PRACTICES FOR VIDEO CONFERENCING

## BEFORE THE MEETING

Download software well before the meeting to ensure any updates are completed. View online guides on layout and features of software. Arrive early to test and ensure your video and audio. Check that the lighting is adequate for you to be seen and your background is appropriate.



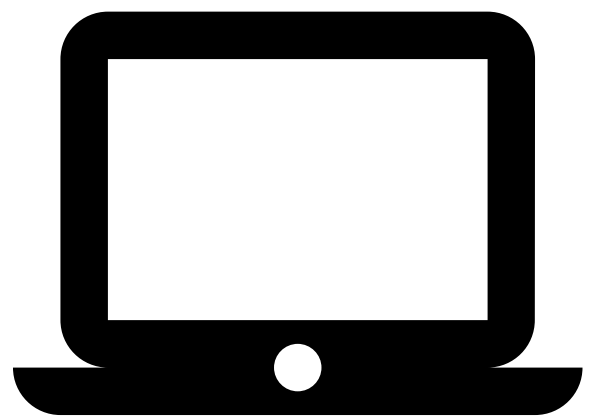
## COMMUNICATE EFFECTIVELY



Speak directly into the microphone. Use headphones/earbuds if possible. Look directly into the camera as if you are looking directly at participants.

## PROFESSIONALISM

Dress as if the event were in person. When speaking, start and continue as if everything is working. If something is wrong, someone will tell you quickly. Act natural but avoid excessive movement.



## ETIQUETTE



Mute your mic when not speaking. In large groups, begin by stating your name. For example, "Hi, this is \_\_\_." Limit background noises. Check to see if there are dress code, speaking, or participation expectations or requirements from the host.

### Additional Resources

<https://www.linkedin.com/learning/learning-zoom/stay-connected-with-zoom-meetings?u=76133074>

<https://assets.zoom.us/docs/user-guides/zoom-rooms-full-user-guide.pdf>