

## Important Tips for Zoom Meetings

You do not have to have a Zoom account to attend a Zoom meeting or interview. You will be prompted to download the software, once you have clicked on the link that you have been provided. You may also wish to create an account, but that is not required to participate in a Zoom meeting.

### Zoom User Tips

These are some following tips to help make sure you have the best experience. It is within your best interests to follow these recommendations to ensure a good quality meeting.

1. **Obtain a high quality web camera if you are using a desktop.** For laptops, if your computer is less than 3 years old, the built-in camera (if it has one) should be adequate.
2. **Obtain a computer headset.** This will greatly reduce the chance for feedback and improve your voice quality for those who are communicating with you on the other side. Headsets that connect via USB are the best choice.
3. When possible, connect to the Internet with a physical cable connection, **not just Wi-Fi.** This will give you much greater speed and service.
4. A laptop or desktop is preferred over a Smartphone or tablet.
5. **Don't be outside.** Wind and background noise makes your device's microphone adjust and your voice may sound muffled.
6. Don't have several programs running while using Zoom. Close all unnecessary applications during your call so all processing power can be used to maximize the quality of your Zoom session.
7. Pay attention to your background. Too much light behind you and you appear to be only a dark figure. Also, don't have anything behind you that may be distracting to those who are on the other side. Try to provide a nice, plain background. If your treadmill is in your space and you use it more as a place to hang laundry, that's not really the best visual for your audience. You can't control everything in a mobile environment, but you should give some thought to background prior to your meeting. Consider using a 'virtual background' – a function of the video settings in Zoom.
8. To counteract back lighting, make sure you have a good source of light in front of you and behind the camera that you are using with your computer.
9. Pay attention to your attire. Don't wear stripes or anything too bright. Solid colors are best.
10. Avoid moving your head too much or "talking with your hands." Video via Zoom is a little different than television, and too much movement can cause the video to pixelate and degrade. Think about your actions on camera. Always remember that everyone can see you. Someone is watching as you take a big, wide-mouth yawn, stretch, or wander around the room. These exaggerated movements are distracting to the audience and can be disruptive to the speaker. Try to stay still and be attentive – or at least act attentive!
11. Practice speaking to the camera and not the screen. Our tendency is to look at the person on the screen, but you should look at the camera when you speak so the audience feels like you're talking directly to them.
12. *Optimize. Sharing.* Generally, DO NOT select "Share Your Desktop" (unless you want every pop-up email and private message on display for your audience!). Instead, open up any relevant documents before the call and share only those during the meeting. Note that when you share, Zoom prioritizes the shared item to the bandwidth. This can reduce the other video feeds' quality, so don't share longer than necessary.