

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](#)
- Watch the [Getting Started Videos](#)
- Join our [Weekly Zoom Meetings and Webinar training](#)

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>