



## Guide to Zoom Best Practices

### Before the Meeting: Things to do

#### Test your Audio and Video

- o Make sure to choose the correct audio input and output sources and levels
- o 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

I gY ÍG U`YfmJ ]Yk Í Zcf ga U`Yf [ fci d/HYUa a YHh]b[ g

Share your screen

- o Share specific Applications to control displayed content
- o I gY ÍPui gYÍ hc ZFYnY HX j ]Yk hc HX dUfh]M]dUbrg
- o I gY ÍNYk S\UfYÍ hc gYUa `YggmHfUbg]hcb VYtk Yyb g\UfYX Udd`]M]h]cbg

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>