Tips for a Successful Virtual Zoom Meeting

• Join early – At least 5 minutes before the meeting start time. This way if you haven't used Zoom before you can familiarize yourself with any features you may need to use on the day – mute/unmute microphone, stop/start video, test your microphone and speakers, etc.

• If you can, connect to the internet via an ethernet cable. Zoom works well on wireless all the way down to 3G, but the quality is best on a solid wired internet connection, so wire in when you can.

• Be mindful of background noise. Find a quiet space without interruptions/background noise. When your microphone is not muted, avoid areas and activities that could create additional noise, such as barking dogs, shuffling papers and talking with other people.

• Please mute your microphone when you are not speaking to help keep background noise to a minimum. When it's your turn, unmute your audio and speak clearly. o   Wait for one person to finish before speaking; otherwise, comments will be muddled or cut off on speaker phones.
o   Speak clearly and not too fast.
o   Try to avoid talking over / at the same time as other participants
o   Please wait for interpretation to be completed following a non-English speaker.

• When possible, try to use a good quality headset instead of your computer's built-in microphone. Zoom works just fine with the built-ins, but the quality is even sharper with higher quality hardware. If you are using your computers built in speakers and microphone, please be sure nothing is covering them. On many laptops the microphone is right next to the camera and webcam covers often block the microphones.

• Position your camera properly. Be sure your web camera is in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants.

• When you're talking, look into the camera instead of looking at yourself talking on the computer screen. It will help others on the call feel like you're 100 percent engaged and present.

• Have good lighting on your face so you can be seen clearly

• Eliminate distractions. Make it less likely that anything will interrupt your meeting. o   Let others know you will be in a meeting and shouldn't be disturbed.
o   Close any unnecessary programs on the device you will be using to join the meeting.
o   Turn off or silence other devices.

• Avoid multi-tasking. You'll retain the discussion better if you refrain from replying to emails or text messages during the meeting. Avoid noisy activities like typing while your microphone is on.