

ZOOM TIPS

Number one tip for using Zoom: Treat it as if everyone in the meeting is in your home or office with you. If you wouldn't say it, do it or wear it when attending an in-person business meeting; don't say it, do it or wear it when using Zoom!

Other important tips:

Attire

- Dress professional from top to bottom. While it's tempting to wear running shorts or PJ bottoms, you never know when you might need to shift or stand up during the meeting. Anything in camera range will be seen by everyone attending the meeting.

Background

- Set up a professional background with limited items on the wall.
- Be aware of positioning of items so that you don't appear to have plants, pictures, etc. growing out of the top of your head when on camera.
- Good rule of thumb with backgrounds: less is more.
- Be careful to avoid any items that might provide personal information. For example: subway art with names and birthdates of family members.

Virtual Backgrounds

- Use with caution and remember they work best with a high-quality camera.
- Do not wear clothes that are the same color as your background. You will "disappear" into the background and look like a floating head.
- Works best with a totally empty solid color wall.

Lighting

- Don't sit in front of a window.
- Be sure to position lamps off camera if you will have them turned on during the meeting.
- Best lighting tip: Look at your set up as if you were going to take a still photo. If the lighting would negatively impact your picture, it will probably negatively impact your Zoom meeting.

Audio

- Mute yourself if you are not speaking.
- Be aware of background noise. If you hear it, the other people in the meeting can hear it.
- When you are speaking, be sure not to type or move things around on your desk as most microphones will pick up those subtle noises.
- Use a stationary microphone or your cell phone for audio if you are speaking during the meeting. Microphones attached to earbuds pick up sounds as subtle as the mic moving across the fabric on your shirt or dangle earrings hitting the earbud wire and will be on-going through your entire presentation.
- Try not to move around a lot as it impacts the quality of the audio. (Fading in and out.)

Sharing Your Screen

- Turn off notifications that pop up on your screen. If you see them, your audience can see them!
- Have your presentation up on your computer and ready to go before you share your screen.

General

- Keep in mind that, if your video is on, people see everything within camera range. If you lean over your computer to get something, people see your chest or stomach area. If you are on your phone talking or texting, people can see you talking or texting. If your cat walks across your computer keys, people see your cat.
- If you are using the “chat” function in a meeting, be sure to double check the name beside the “carrot” at the top of your chat screen so that you are sending your message to the correct person. Most chat boxes are set to default to “everyone” and you have to manually change the setting if you do not want all the attendees to see your comments/message.