

# Best Practices for Zoom Participation

## 1. Testing Equipment

Make sure you have downloaded and installed the latest version of Zoom. (Find it [here](#)). Test your microphone and camera to ensure they are working before you join your first session.

## 2. Lighting and Camera Placement

Adjust your camera, so the camera is high enough that it's not looking up at you, but rather straight at you, or slightly down. Have a good main light source in front of you or slightly to the side. Do not sit in front of a window or other source of light, this will darken your face.

## 3. Sound Management

In order to reduce interruptions, keep your mic muted when you are not speaking. Use the MUTE button in the lower left corner. If you are speaking, be mindful of background noise or desk noise such as shuffling papers or typing.

Don't shout or make distracting sounds, or wear jewelry that makes noise. Mute any notifications on your computer, and mute your cell phone.

## 4. Video Settings

If your video does not auto-start when you join the meeting, you can start it with the START VIDEO button at the bottom left. Next to the button is an up-facing arrow that will take you to the video settings, where you can choose a "virtual background." These will mask your actual background with one that you choose.

You may use several built-in virtual backgrounds, or your university may have some official ones available that you can use.

If you experience lagging or skipping, one option is to use your computer to access video, while simultaneously dialing in by phone for the audio.

## 5. Identifying Yourself

Please put your university name in your screen name. An easy way to do this is to right click on your name in the left hand bottom corner and select "Rename."

## 6. Interacting with Participants

If you would like to view all of the participants in the meeting, you can click on the top right corner to toggle the "Gallery view." The total number of participants is given at the bottom of the screen.

Be courteous online as you would be in person. Speak clearly, and keep body movements minimal. Be yourself!

The chat appears on the side of the screen when you press the CHAT button at the bottom. This is typed text that can go on between participants while speakers are talking. When you chat you must select who you are chatting with, either "Everyone" or a specific participant that you select. If a person chats directly to you, then it will default into speaking back to that person. Then if you would like to speak to everyone, you must change it in the drop down menu.

## 7. Zoom Etiquette

- Keep your video on, so the speaker can see you are listening and engaged. Use attentive body language: sit up straight, don't make big extraneous movements, and don't let your eyes wander too much.
- If you would like to interrupt the speaker, use the "raise hand" feature in the bottom bar.
- Do not multitask while in a session. You can reply to emails, etc, during breaks.
- If there are materials to be used during a session, prepare them in advance.
- Keep yourself muted when you are not speaking.
- Use a flat or virtual background.
- It's best to join the meeting from a laptop or desktop computer rather than a phone or tablet.
- Dress appropriately.

## 8. Additional Links

- [Testing Computer or Device Audio](#)
- [Webinar Best Practices and Resources](#)
- [Zoom Meetings Etiquette Visual Guide](#)
- [Zoom Tips](#)