

Zoom Best Practices

Starting A Meeting: It is recommended that you start your meetings via the [web portal](#) to ensure you are the host of your meetings. Zoom offers you several ways to start both impromptu and your scheduled meetings.

- From the [web portal](#)
- From the downloaded Zoom Application
- From your Zoom mobile device apps
- From your Google Calendar invitation

Before the Meeting: Things to do

- Test your Audio and Video - visit zoom.us/test
 - 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 the Zoom Knowledge Base to take a deeper dive into using Zoom.

- Watch the [Zoom's Getting Started Videos](#)
- Join Zoom's [Live Training Webinars](#)