Tips for Using Zoom

- Prior to the meeting, make sure you are using the latest version of the Zoom conferencing software: https://support.zoom.us/hc/en-us/articles/360042414611
- The meeting will be recorded
- Plan to "join" your meeting a few minutes before it officially starts
- Join Audio from a single device. All other devices must remain disconnected from audio. Connecting more than one device to audio will cause echo and audio feedback in the meeting.
- Mute yourself upon joining a meeting to reduce background noise
- If sharing your video, consider what's behind you.
  - Avoid sitting in front of windows
  - Avoid using the "virtual backgrounds"
- Do not share your screen unless it's been preplanned or discussed directly.
  - If you will be sharing your computer screen at any point, be sure to first close all other applications and remove any sensitive files from your computer's desktop. Also disable any pop-up notifications. This helps ensure you don't accidently share sensitive or embarrassing information while sharing your computer screen. Another option is to consider sharing just the program you want to show instead of sharing your entire computer screen.
- Screen View
  - We suggest setting your screen to the side by side option to be able to view the agenda and panelists.
- Raise Your Hand Feature
  - During a meeting, click the icon labeled "Participants" at the bottom of your screen
  - At the bottom of the window on the right side of the screen, click the button labeled "Raise Hand"
  - Your digital hand will then be raised, lower it by clicking the same button.
  - The same method can be used to raise your hand in a Zoom meeting on a mobile device.
- Meeting Controls Video: https://www.youtube.com/embed/ygZ96J_z4AY?rel=0&autoplay=1&showinfo=0
- Joining & Configuring Audio/Video: https://www.youtube.com/embed/-s76QHshQnY?rel=0&autoplay=1&showinfo=0