

Tips for Participants in Zoom Meetings

- Mute your microphone when not speaking. This will allow you to hear who is speaking more clearly.
- Be mindful of background noise. Try and have calls in a quiet area of your home if possible. When your microphone is not muted, avoid activities that could create additional noise such as shuffling papers.
- Turn your camera on when possible. This helps to create a community feeling as you would in an in-person.
- Wear class or meeting appropriate attire to your meeting. Do not show up in your pajamas!
- Position your camera properly. If you choose to use a web camera, be sure it 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.
- Make sure your lighting is good, it really improves video quality. Light coming from in front of you is better than light coming from behind you.
- Limit distractions. You can make it easier to focus on the meeting by turning off notifications, closing or minimizing running apps, and muting your smartphone.
- Avoid multi-tasking. Do not be replying to emails or sending text messages when on Zoom calls. Focus on the call, and leave any other work until after your call is over.
- Prepare materials in advance. If you will be sharing content during the meeting, make sure you have the files and/or links ready to go before the meeting begins.