



Zoom Meeting Best Practices

Use these tips when preparing for and participating in/hosting a Zoom meeting.



1. Have the right tools and know how to use them

- Acquire a headset, microphone, webcam, and monitor.
- Download the Zoom meeting app.
- Make sure other attendees have downloaded the same meeting app.
- Dress in business attire.
- Learn how to share your screen

2. Presentation is key

- Position your lighting so it's in front or to the side of you so attendees can clearly see you.
- Sit where you have a neutral background or use a virtual background.
- Keep your area clear of distractions, such as email and phone alerts.

3. Meeting etiquette

- Look at your webcam when speaking.
- Make sure your webcam is on a flat, non-moving surface.
- When first speaking, confirm that everyone can hear your microphone and identify yourself to the attendees.
- When sharing your screen, confirm attendees can see it.
- Describe where your cursor is on your screen so attendees can follow along.

4. Other things to consider

- Refrain from having side conversations.
- If you aren't talking, mute your microphone, especially while typing or completing other noisy activities.
- Turn off your camera if needing to take care of business outside of the meeting, such as someone requesting your immediate attention. Turn the camera back on once you return to the meeting.
- If you are in a Slack chat with someone and want to start a Zoom meeting, type `/zoom` in the conversation to start the online meeting application.

