

Zoom Conferencing: Useful Tips

Using Zoom:

[Starter Guide for Beginners Plus Tips and Tricks for Pros](#)

In this guide you will find tips for:

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Lighting:

- Natural light is best -- sit close to a window.
- Make sure the light source (window) is in front of you, not behind you.
- If natural light is not available, use an even well-lit space.
- Adjust the brightness on your screen to avoid blowing out the highlights on your face.

Background:

- Position yourself in front of a blank wall, if possible.
- If not available, choose a location that is clean and neutral, without clutter or busy patterns.
- If you don't have time to tidy your space, use a [virtual background](#).

Camera Position:

- Position the camera to be straight at eye level or slightly above you.
- Avoid angling the camera up at your face to steer clear of unflattering views.
- Position yourself so you are squarely in the middle of the frame, filling one third of the space.
- Preview your screen before beginning your call to ensure your setup is complete.

Computer Setup:

- Shut down all unnecessary applications - it can tax your system and slow down your internet.
- Silence all notifications to avoid unnecessary interruptions and sounds.
- Make sure your computer is plugged in and charging.
- Log onto the call a few minutes early to ensure your software, mic, and camera are working properly.
- You can also join a meeting by [phone](#).

Internet Setup:

- To ensure the fastest and most reliable connection, plug an ethernet cable directly from your router to your computer. (You may need an adaptor for this step.)
- Limit the number of users sharing the internet during your remote session – it will affect your network stability.
- If your internet is sluggish, turn off your camera. You can still hear and see, but others will not see you, and it is less taxing on your internet connection.

Audio Setup:

- For best quality sound, wear a headset or headphones with a microphone, even a basic set improves the sound quality dramatically.
- [How to Test Computer Audio on Zoom](#)

View Options:

- There are three viewing options (when no one is screen sharing): Active speaker, gallery, and mini.

- Click on the icon with four arrows at the top right corner of your Zoom window to access these options.

- [How to Change the Video Layout](#)

Interacting on screen:

- Be attentive, try to avoid doing other work, reading articles, or sending emails.
- Mute yourself unless you are speaking – this eliminates background noise.
- Take turns speaking, and wait a few seconds after someone has finished speaking in case there's a delay.

- Speak clearly and normally, just be conscious of how quickly you are speaking.

- Try to remind yourself to look into the web camera when you are talking, not down at your computer screen.

- [Hide your video preview from yourself](#) - you'll be less distracting to yourself and others.

- If you need to reference an email or document, communicate that out loud so that others don't think you've lost connectivity.

Sharing Your Screen:

- Before sharing, take a moment to clear your desktop of any extra tabs or programs that may be open.

- Hide any personal information.

- [How to Share a Screen on Zoom](#)