



## Best Practices for Using Zoom for Web Conferencing

### Tip #1: Test the software prior to attending

- Download the Zoom App
- Test the microphone and webcam to ensure they are properly working
  - Speak naturally while enunciating each word
  - Keep your microphone muted when you aren't speaking
  - Expect a few seconds of delay in responses due to the technology

### Tip #3: Position your webcam

- Be sure to position on your entire face, not too close and not too far.
- When speaking, you want to talk to the web cam and keep focus on the webcam, not looking at the participants on the screen. may take some practice since it's not natural to look at the webcam, but the other participants will see your eyes when you converse.

### Tip #4: Clear/Organize your computer desktop

- At some point, you may be asked to share your screen. Prior to the meeting, go ahead and exit or minimizing applications that do not pertain to that class session.

### Tip #5: Be aware of your attire

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