# ZOOM BEST PRACTICES FOR ATTENDEES

The following are best practice suggestions while using Zoom. These minor changes will **improve presence and experience during meetings**. Basic prerequisites include headphones, a web camera, a microphone and a computer.

BEFORE JOINING A MEETING

1. Treat the session as if you were in person. Dress appropriately.
2. Find a good spot where you have the strongest internet connection.
3. Be aware of your background, lighting, and noise.
   a. Clean up the space behind you and create depth in your background.
   b. Diffuse the light by closing the windows or moving away from them at an angle.
   c. Let your roommates and household members know you will be in class/meeting and ask them not to disturb you.
4. Raise your webcam at eye-level or slightly higher.
5. Remove clutter in your web browser. If you have many tabs open, they tend to be distracting, so limit how many are open during class time.

JOINING IN A MEETING

1. Be on time. Stay focused. Maintain eye contact with the person speaking. Be prepared to take notes.
2. Check video and audio settings with the arrow icons next to the mic and video buttons.

Mic and Video Buttons

   a. Test the speaker and microphone to find the right settings.
   b. Wear headphones or earbuds to improve sound quality.
   c. Use a background if a Zoom background if appropriate.

Audio Test Button

3. Switch to gallery view to see everyone in the meeting.
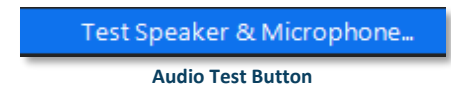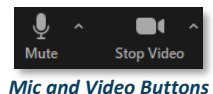
4. Keep the microphone muted until ready to speak. This helps rid of background noise and keeps fellow attendees focused on the lesson.

5. Use the "Raise Hand" feature to indicate you are ready to speak. Click "Lower Hand" if needed.
6. Ask permission before taking a screenshot or screen recording a lecture.
7. Be mindful of what you share. Avoid sharing personal documents and pictures.
8. Be careful of what you click on. Click on links or download files that you are expecting from known hosts/participants.

THINGS TO AVOID

1. Entering a Zoom meeting you were not invited to.
2. Changing your name.
3. Walking around the room.
4. Avoid using distracting Zoom backgrounds.
5. Do not wear pajamas during the meeting.
6. Interrupt the speaker in the meeting.
7. Updating the Zoom app minutes before a meeting.
8. Eating during a meeting.