BEST PRACTICES & TROUBLESHOOTING

➤ Mute microphone when not speaking to reduce background noise
➤ Sit facing a light source to appear brighter than the background
➤ When screen-sharing, share the specific application (PPT, Word, etc.) rather than the full desktop
➤ Unstable connection / lagging video:
   ✔ Reduce the number of devices on WiFi network
   ✔ Close other applications that are using the internet
   ✔ Move closer to WiFi router or connect directly to modem via ethernet cable

HOW TO’S

➤ See more active video screens at once: You can remove boxes of others that are not using their video. To do this, Click the 3 dots in the upper-right corner of a video box with a disabled video and choose “Hide non-video participants” OR in Video Settings in the Settings menu, check the “Hide non-video participants” box on the list of options.
➤ Set a virtual background: click on the small up-arrow “^” next to “Stop/Start Video” and select “set a virtual background”. You can then Select a pre-loaded stock image, or upload your own image file. Make sure to sit in front of a solid wall for best quality. A green hue is preferred.
➤ Change how your name appears on your video screen to other participants: Right click on your video box and select “rename” and enter how you would like your name to appear to other viewers
➤ Raise your Hand: on bottom control panel, click on participants. A window will open on the right, showing all participants of the event. In the bottom of the window, click “raise hand”. This will alert hosts that you have a question.

CONTROLS

Gallery View & Speaker View: Gallery View shows all present participants in equally size windows, Speaker View shows the participant who is speaking. The Button located in the upper right-hand corner toggles between these views.

Control Bar: Controls are accessible along a bar at the bottom of the Zoom window. This bar may disappear, but will reappear if the cursor is moved in the Zoom app. From left to right, the following controls appear:

➤ Mute/Unmute Mic – enable or disable microphone
➤ Stop/Start Video – enable or disable web camera
➤ Participants – show the list of event participants and where you can raise your hand to ask a live question
➤ Chat – chat directly with hosts and other attendees (if enabled)
➤ Share Screen – select an application window (or Desktop) to display in Zoom (if enabled)
➤ Polls – show poll questions prompted by the Host (if enabled)
➤ Reactions – show emoji options to display on your video window throughout a meeting

This overview contains features that may or may not be available during your meeting, depending on how the Host designed the meeting set up.