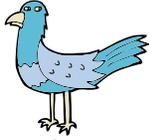


TIPS FOR ZOOM VIDEOCONFERENCING

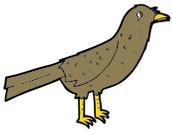


A new way of meeting



What is Zoom?

What is Zoom? Zoom is a popular and easy video-conferencing platform. You don't require a Zoom account to attend a meeting but the first time you join, your device connects and downloads an application to run Zoom on your computer. You join a meeting by clicking on a link that is e-mailed by the meeting host. Here's a video that explains getting started in the Zoom support centre <https://youtu.be/vFhAEoCF7jg>



What do I need?

What do I need to participate? You need a device that connects to the internet -- a computer, a phone, or a tablet -- with camera, microphone and speakers -- most come with these features. Additionally you may want headset or ear buds with a microphone to eliminate background noise. Find the best connection you have to the internet. Usually wifi is okay, sometimes it's better to connect directly to your modem with an Ethernet cable.



Arrive Early

Arrive early. Plan to join the meeting 10-15 minutes early to set up and maybe chat with others so everyone is ready to begin at the appointed time.



Mind your manners

Mind your meeting manners. It's a good idea to mute your microphone when you aren't talking to reduce background noise. Be mindful that people can see your responses and expressions. Choose to turn off your video and remain as a voice participant if your activity is potentially distracting.



Help the flow

Help the flow. Sometimes the flow of an on-line meeting can be awkward. If you are uncertain about how to respond, ask the host. If something is not working in your meeting, suggest an alternative. For example, "Can we take a moment and see the question again on screen?"



Reconnect

Reconnect if need be. Keep link and the call in number handy in case you need to reconnect. Sometimes reconnecting fixes connection problems.

