

# Zoom Best Practices

## Hard Wire In:

Always best to have a hard wire ethernet(Internet) cable connected to the computer when possible. Wifi isn't consistently reliable but can be used if hard wiring in is not an option.

## Manage the aesthetics of your webcam view:

Lighting should be bright and even and preferably come from in front of you and never behind you to avoid casting shadows on your face. Your background should be interesting but not distracting – consider using the Virtual Background feature to present from literally, anywhere!

## Mute Your Audio:

Mute your audio when not speaking so there is no background audio when someone else is talking.

## Make eye contact:

Look at your webcam/camera lens instead of your screen. This will give the effect of eye contact and visual engagement. Use the gestures and mannerisms that you would typically use in person. If you are viewing the video feed of others, try moving that feed to a monitor position just below your webcam to make this easier.

## Questions and Answers:

When having a question and answer session especially in a larger group of more than three people and a question is asked to the group, it's great practice to state your name first and then say "I can answer that question" before answering the question. For example, "This is Bob, I can answer that question..." or "This is Juliet, let me try to answer that as best as possible and then others can add..." This way more than one person isn't speaking the answer and important information becomes inaudible.