

Tips for Attending a Zoom Meeting

Mute your microphone

Meetings are set up to mute all participants by default. You can unmute prior to a meeting to socialize.

When the meeting begins, to help keep background noise to a minimum, make sure your microphone is muted. If you are invited to speak, you can temporarily unmute by holding down the spacebar until you are finished speaking.

If you are attending by phone, you can use the usual smartphone controls that are available, including the Mute button. You can also toggle Mute on and off using *6.

Be mindful of background noise

When your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers, typing on your keyboard, coughing, or turning on faucets.

If you are not muted, extraneous noises cause Zoom to put you front and center because it thinks you are speaking.

Position your camera properly or turn off your video during a presentation.

You can turn off your video during a presentation. It saves bandwidth and helps other participants to focus on the speaker.

If you choose to use a web camera, be sure it is in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants.

Save your questions for Q&A

Unless told otherwise by the presenter, save your questions until the end of the presentation. When invited to ask, you can then type your question into the Chat window. Click the Chat icon to open the window.

If you prefer to speak your question, you can use the Raise Hand control. On a phone, enter *9 to raise your hand. Then, when called upon, unmute yourself and speak your question.

Optional: Take steps to look your best.

If you turn on video, make sure there is light in front of you so participants can see you.

Turn on the “Touch up my appearance” feature. Click the video icon, choose Video Settings... and in the window that appears turn on the feature.

- My Video:**
- Enable HD
 - Mirror my video
 - Touch up my appearance