



TIPS FOR ZOOM VIDEOCONFERENCING



A new way of meeting



Try using Zoom

What is Zoom? Zoom is a popular and easy way to have a video conference. A Zoom account is not required to join a meeting, but the first time you join, your device connects and downloads an application to run Zoom. The meeting host will e-mail you a link that you click to join. Here's a Zoom support video that explains getting started.

<https://youtu.be/vFhAEoCF7jg>



Get Set Up

What do I need to participate? You need a device that connects to the internet -- a computer, a phone, or a tablet -- with a camera, microphone and speakers -- most come with these features. A headset, or ear buds with a microphone to eliminate background noise, is a good idea. 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. If you have a slower connection, or no wifi, you can join by voice only with a phone. Use the Canadian toll-free number in the invitation.



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 or in the chat?"



Reconnect

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