

# BEST PRACTICES IN USING ZOOM FOR VIRTUAL CONFERENCES

## TIPS FOR PARTICIPANTS

### Before the Event

- Download and install the Zoom application ahead of time.
- Test your audio and video.  
*Your audio will sound best if you use a microphone headset. We do not recommend using the microphone on a laptop, as this is not high enough quality for recording.*
- If you prefer not to use video, you may want to take a few moments to upload your photograph in your profile. This gives others on the call a visual to look at when your video is disabled.
- If you can, connect to their internet via ethernet cable. Zoom works well on wireless, but the quality is best on wired internet connection.
- It is a good practice to glance at the agenda before the meeting, even though you are not presenting.
- It is advised to join up to 5 minutes early before the meeting starting time.

### During the event

#### Muting and Unmuting on Zoom

- Ensure you mute your microphone when you are not speaking. This helps to eliminate any feedback or background noise that can be heard in your environment.  
*To mute yourself, select the microphone icon in the bottom left corner of the Zoom call. When the icon has a slash through it, it is muted.*
- When you want to speak, remember to unmute yourself.  
*To unmute yourself, click on the microphone icon. When the slash disappears from the microphone icon, it is unmuted.*

#### Minimise Noise

- Be mindful of background noise. When your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers.
- If you want to type in the chat-box, ensure that your microphone is muted, to avoid keyboard-typing noise.

#### Use Webcam

- It is advised to turn on your video when you want to speak or ask questions. To do this, click on the video icon at the bottom left corner of the zoom call.
- If you choose to turn on your video, ensure that you position your camera in a stable position and focused at eye level.
- Use attentive body language: sit up straight, do not make big extraneous movements, and do not let your eyes wander too much.
- Position the camera so that you are facing a light source.

#### Be Attentive

- Limit distraction by turning off notifications, closing or minimizing running apps, and muting your smartphone.
- Avoid multi-tasking. You are more engaged and retain the discussion better if you refrain from replying to emails or text messages during the meeting.