VIDEOCONFERENCING TIPS

- Click on Join at https://zoom.us/test in advance of a meeting to confirm that your computer is "Zoom-ready" and to see what you will look like to others.

- Adjust your webcam or chair so your face is in the centre of the screen and you appear as you would as if sitting across from someone at table. Avoid odd camera angles.

- Is the background in your video neat and tidy or a bit cluttered? While a "studio" look isn't expected, if using a laptop or tablet, you have the option of moving to a more suitable location, and if you have a sufficiently powerful computer and/or a flat surface behind you, you can use a virtual background (if it works without "bleeding"). Note: Images only please
- videos are distracting!
https://support.zoom.us/hc/en-us/articles/210707503-Changing-your-Virtual-Background-image

- Lighting should ideally come from the front to avoid shadows. Move to a more suitable location if using a laptop or tablet or check out the "Adjust for low light" setting (Video) in your Zoom desktop software. Lower blinds to reduce excess natural light coming through windows.

- If using a desktop or laptop computer, you can determine your audio situation by clicking on the little vertical chevron to the right of the Mute button and then on Test Speaker & Microphone.

- When joining a meeting, click on Join Audio by Computer and go to Full Screen and Gallery View right away.

- If using a tablet, place it on a stand or propped up against books so it doesn't wiggle. Make sure the device is in a landscape ("sideways") position rather than portrait. Adjust your sound by pressing the volume controls on the side of the device. Stop your video when sending a chat message so others don't see your fingers "typing."

- If, in the course of the meeting you aren't muted and your telephone rings, your dog barks or there's construction next door, mute yourself immediately.

- Raise your hand (physically in front of the camera) if you want to speak – two hands if you want to comment *briefly* on something that was just said. (Note: In a meeting with more than 25 participants, digital hand-raising or chat may be used instead of physical hand-raising.) Don't speak until called on by the chair. **And don't forget to unmute yourself when your turn to speak is coming up.** Re-mute yourself when you've finished speaking**.**

- Click on Stop Video if someone comes into your room who doesn't want to be seen - and when you leave your chair for an extended period or are eating (a beverage is OK).

- If you can manage it, try to look at the camera rather than the computer screen when speaking. This is how to make eye contact "virtually."

- If you connect to the Internet by Wi-Fi, try not to sit too far from the router/modem. If you run into connection problems, if it's possible, move closer to the router/modem or disconnect the wire from the modem and plug it directly into your laptop or desktop.

- If technical problems persist, leave the meeting and rejoin it by re-clicking on the link that you received by email. If that doesn't work, reboot your computer.