



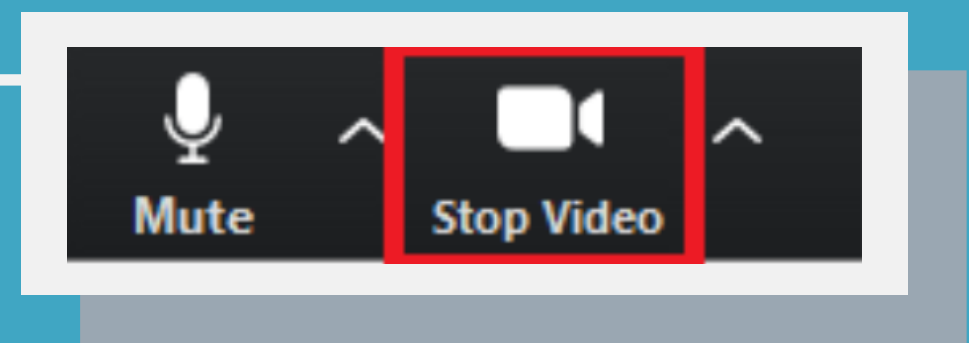
ZOOM: STUDENT SUCCESS GUIDE



MEETING ONLINE IS A LOT LIKE MEETING IN PERSON. IT IS RECOMMENDED TO FOLLOW THESE GUIDELINES TO MAXIMIZE MEETINGS AND PRESENTATIONS CONDUCTED OVER ZOOM.

BE MINDFUL OF YOUR CAMERA

You can turn your camera ON or OFF by selecting the “Stop Video” Button on the bottom left of the Zoom meeting window.



STRONG EYE CONTACT

Look into the camera when talking instead of looking at the screen. This helps create a more personal connection.

DRESS TO IMPRESS

Dress for our video conference the way you would for an in-person meeting.

THINK ABOUT YOUR BACKGROUND

If you do not want to share your background, you may use the Virtual Background feature from Zoom.

MUTE YOUR MICROPHONE WHEN NECESSARY

If you are not speaking, mute your microphone to avoid distracting others. If you would like to ask a question, use the “Raise Hand” feature to indicate this to the Host.

CONTROL SOUND QUALITY

Use a headset whenever possible. This will provide for better audio quality than your built-in computer microphone. Try to hold meetings in a quiet, indoor location.

EMBRACE THE PAUSE

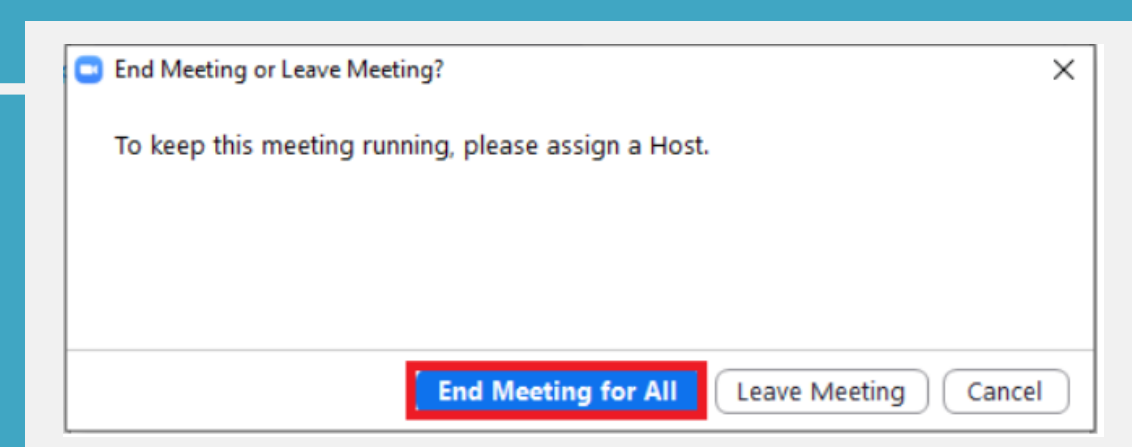
Take a moment after the end of your comments and allow for participants to engage before continuing on.

GIVE THEM TIME

When delivering a presentation or sharing content, allows your participants a moment to take in what they’re seeing on screen.

ALWAYS “END MEETING FOR ALL”

When ending a meeting, make sure you select “End Meeting for All.”



BE YOURSELF AND RESPECT OTHERS