

## Helpful Hints for getting the most out of Zoom

Whenever a group of people is using Zoom for the first time, it is a good idea to provide a brief orientation to its features such as mute/unmute; group chat, toggling between the two views etc. This can take place in a few minutes at the beginning of the video conference and is often a good reminder to folks.

Here are a few additional hints:

1. 1. Using Zoom on your computer: Zoom works best if your computer has a camera - that way this is a video as well as an audio experience.
  - a. If you don't have a camera on your computer, you can still join the call on your computer. It will be audio only and other participants will not see you.
2. If you have a smartphone you can join zoom on your phone using the same link as you would use on a computer. When you click the link, the Zoom app will automatically download onto your phone.
3. You can also join via telephone using the phone number and meeting number provided in the meeting invitation.
4. Zoom works best if everyone has headphones. Simple ear buds work just fine. The benefit of this is that it cuts down on the background noise where you are - which can interfere with the sound quality of the meeting. I find headphones also help me enter the space of the meeting more fully.
5. Zoom also works best if the lighting where you are is in front of you rather than behind you. If you're sitting in front of a window, you will be backlit and people will be unable to see you well. Overhead light is often the best.
6. If this is your first zoom session, when you click the link (next to this text: Join from PC, Mac, Linux, iOS or Android) there will be some software that will automatically be downloaded onto your computer to run the application. Accept or say yes to the questions they ask you in that process.
7. After the software is downloaded, you will automatically arrive in the zoom session where you will be able to see everyone else who is there.
8. There are other features and etiquette elements to keep in mind as well. It is helpful to review those at the beginning of each zoom session until the group has adopted them.
9. Additional information about getting the most out of zoom and troubleshooting is available in the Zoom Support Center available at this link:  
<https://support.zoom.us/hc/en-us>