Tips for Running a Zoom Meeting

Meeting Etiquette:

- Turn off all notifications and make sure your cell phone is on silent
- Make sure you and all attendees are in a quiet area free from unnecessary distractions
- Mute your microphone when you're not talking. Even if you are not speaking, background noises can be distracting.
- Introduce everyone during the meeting, and give everyone a chance to contribute
- Don't interrupt other people when they're speaking (or attempt to speak over them)
- Test all technology (including camera/video, Wi-Fi, and screen sharing) before the meeting
- Don't work on other tasks (like checking email) during the virtual meeting Leave the keyboard alone
- Be aware of your surroundings – minimize distractions behind you when possible.
- Adjust your work set up so that you face a window or are exposed to plenty of light.
- No random passers-by or super cute pets that will be distracting
- You should also remove any noisy distractions. While kids and pets may be adorable and you love them to pieces, your fellow attendee won't like having to talk over a screaming child or barking dog.

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- Speak up!
- Stay seated and stay present

What to remind people about before you start your meeting

- On a phone, they need to download the zoom app before they can join – do it ahead of time
- On a computer, they can join in a web browser or in the browser plugin, but the browser plugin offers more controls
- Ask them to find the mute button and mute themselves as they join the conference
- Ask them to look for 'Gallery View' at top right in a little box of nine squares – in some phone apps it is in the bottom – this will put small tiles of all the video feeds on their screens so they can see everyone at the same time. Otherwise, the video view switches to the person talking, and they liked that less
- Assign a timekeeper to call out time remaining periodically – Keep your ending time concrete
- Headsets help if they have them – if someone asks 'can you hear me', give them a thumbs up on video
- There is a chat window – ask that they keep that up on the side and then people who want to say something can type their thoughts, or ask to speak on a topic next, or offer comments.

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- It helps the viewing experience to prop your phone up on something solid

Short cuts:

I is for invite. Press Cmd+I (macOS) or Alt+I (Windows) to jump to the Invite window, where you can grab the link to the meeting or send invitations to others via email.

M is for mute. Press Cmd+Ctrl+M (macOS) or Alt+M (Windows) when you are the meeting host and want to mute everyone else on the line.

S is for share. Press Cmd+Shift+S (macOS) or Alt+Shift+S (Windows) to share your screen.