Zoom Best Practices
Remote Students / Participants

Prepare for Class / Meeting

- ❑ Find a **quiet location** free from distraction and noise with a simple background such as a wall behind you
- ❑ Plan to **dress as if in-person** and remember positive energy is important for engagement
- ❑ **Limit distractions** around you, turn off notifications and make sure your cell phone is off or silent
- ❑ **Ensure privacy** so that private or confidential information cannot be seen/heard by others
- ❑ **Log-in early** 15 minutes prior to start time
- ❑ **Turn on your video**
- ❑ Ensure your **face is well lit**, avoid light from behind you
- ❑ Familiarize yourself with **Chat** (to ask questions), **Reactions and Feedback** (yes, no, raise hand) Attendee Controls in a Meeting
- ❑ **Test Speakers & Microphone** (below) to make sure you can hear and be heard and sound check with someone else

During Class / Meeting

- ❑ **Mute your audio** when not speaking, click again (unmute) to talk (see below)
- ❑ Keep your **cell phone off /silent**, limit noise and distractions
- ❑ **Say Name / Location** to avoid talking at the same time with others
- ❑ **Be attentive** and look at the camera while talking to make a personal connection with others
- ❑ **Check for noise/audio feedback**- always let the Faculty / Host know if you are having problems hearing or seeing what is being presented
- ❑ If you are experiencing technical issues, call Video Operations at **402-559-7665**

Zoom Tools

☐ **Mute / Un-mute**
• Use *Mute and Unmute* to control your audio   • Always *Mute* when not speaking
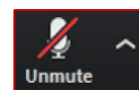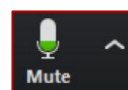
☐ **Audio Options – Test Speakers & Microphone**

1. Click up arrow, click *Test Speaker & Microphone*, follow screens to test

2. Click on *Yes* if you hear ringtone, *Yes* if you hear replay