



SIX TIPS FOR MANAGING ZOOM MEETINGS

① Appearance

- Start with the basics: comb your hair, shave or apply your makeup for a clean appearance
- Clothing: pass on patterns and go for a solid color; avoid shirts that are bright white/dark black

TIP: Turn your video on and engage in the conversation.

② Lighting

- Use one steady lamp, directly by your face, for even, steady lighting
- Avoid sidelight or backlight and sitting with your back to the window

TIP: Face the window, which will give you soft, people-pleasing light.

③ Background

- Utilize a background that is plain such as a blank wall or with one piece of art hanging
- Use a professional virtual background if you don't have time to tidy your surroundings

TIP: You want people focusing on your face, not on what's behind you. Sometimes bookshelves with many trinkets will cause distractions.

④ Perspective

- Step back from the camera

TIP: The cameras on smartphones and webcams are wide-angle. The closer you are to a wide-angle, the more distorted you are.

⑤ Eye Level

- Don't have the webcam looking up at you or down at you
- Look at that camera directly, straight ahead.

TIP: Stack books under your laptop until you see the webcam eye to eye.

⑥ Sound

- Don't be so far away that the microphone won't hear you
- Put animals/roommates/kids and other sound distractions in another room during your meeting
- Don't forget to mute the microphone when you are not speaking (use the space bar to mute/unmute)

TIP: For improved audio, consider using an accessory mic, which will improve sound quality. You can pick up a microphone that plugs into the USB port of your laptop or, even better, a small lapel mic, that connects directly into the microphone jack of your laptop. In Zoom, you can go into general settings and adjust the audio, to pick your accessory mic instead of the mic from the webcam.