

# Zoom Tips

## **When setting-up your meetings:**

- (1) If you are doing just one meeting, set the date and time, but if doing recurring, just check the box as you don't have to set a date and time. But, do make a unique title! Such as: "Math 101 - MWF 10AM-11AM, Mr. Rogers."
- (2) The allow join before host advanced option is great if a meeting has to start without you as host. If not selected, all participants are in a waiting room waiting for the host to join.
- (3) Mute on Entry feature forces all users who join to be automatically muted. This is better than force muting people after they join.

## **When joining a meeting:**

- (1) If using computer audio and microphone or a plugged in headset/microphone, do their free audio and microphone test before joining.
- (2) If you're not a fan of that, the call-in feature works just as well. But I'd say if your smartphone has wifi calling, that might help keep your phone call stable if you have a weak connection to a cell phone tower. If you have noise cancelling headphones with a microphone (Airpods Pro, Bose Quietcomfort, etc.), I'd recommend those if you are trying to clearly hear a meeting, especially if at a noisy place.
- (3) Landline is great too, although I would use a landline phone with a speakerphone feature.

## **During a meeting:**

- (1) Open up your chat room, and as host, keep an eye on the chat room to help answer questions. If you verbally answer the questions, make sure to read the question out loud first.
- (2) Also open the participant list, and tell users that they should use the voting features to tell the host and everyone of their response.
- (3) Webcams are great, but you as host have the right to shut users off. You can also change the setting when setting up a meeting by not allowing Zoom to activate one's camera upon joining a meeting. My campus's IT department decided to permanently disallow automatic activation of the webcam upon joining.
- (4) While not always useful, if you are host, if you are not talking, mute your microphone. Sometimes background noise like a fan can be distracting to participants. I found out that you can press the spacebar to allow you to speak, and let go when finished.