![NOVA | Northern Virginia Community College]

ZOOM TIPS & ETIQUETTE

Test Your Setup

The secret to a good video call is preparation. Test your internet speed, webcam, speakers and microphone before the call so you can spend more time communicating and less time troubleshooting your setup.

Internet Speed

Go to google.com and search for "internet speed test." **Click Run Speed Test**. Speeds below 20 megabits per second will likely have audio delays and pixelated video. Plugging into an internet router will provide a more stable connection than Wi-Fi. Closing unnecessary programs during the call will free up system resources

Webcam

How do you look? Check your webcam. On a Mac, open the **Photo Booth** app. Windows users click the **Start** button, then **Camera**. Adjust the lighting and camera angle. If possible, sit in front of a blank wall. To avoid pets and children making accidental guest appearances, try to work in a room with a door.
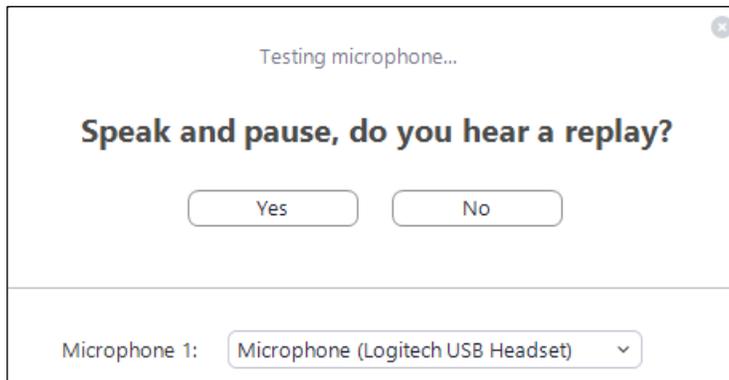
Speakers and Microphone
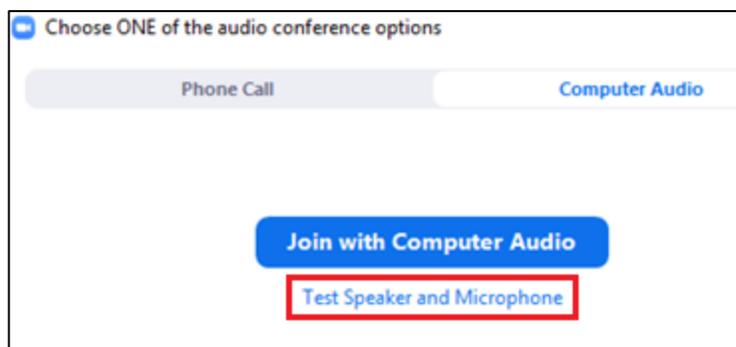
If using computer audio, it is best to use a headset with a built-in mic. If you don't have one, call in with your telephone.

When you join the meeting using computer audio, test your speaker and microphone.
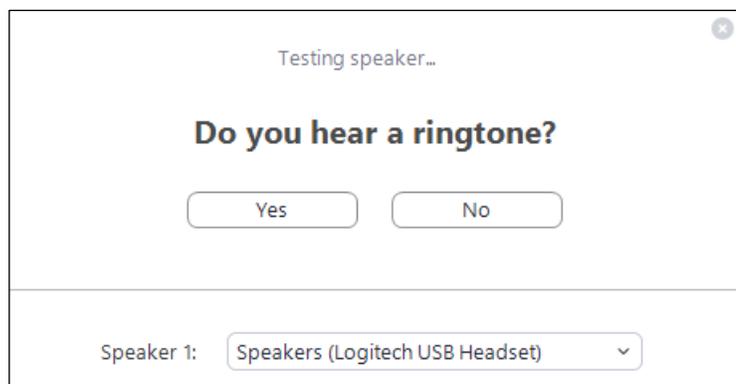
Do you hear a ringtone? If not click the **Speaker 1** dropdown and try the other options.

Speak a few words. Do you hear a replay? If not, click the **Microphone 1** dropdown and try the other options.

Etiquette

- The host can see that you've arrived in the meeting by looking at the Participants Panel. The display is often only your first name. To avoid confusion, edit your display name by hovering over it and clicking **Rename**.
- Unmute only when you need to speak. Even in quiet room, the sound of fans, refrigerators, and passing traffic creates a noticeable hum to other participants.
- Save some internet bandwidth and keep your webcam off by default unless you are actively presenting.

Use an Agenda and Keep It Short

Respect your coworkers' time and attention by using an agenda and letting the other participants know ahead of time what will be discussed so they can arrive prepared. Other people may be wrangling kids, pets, and other obligations. Keep the meeting concise.

Prevent "ZoomBombing"

Keep pranksters out of your meeting by configuring your security settings.

Can that Meeting Be an Email?

Just because you have a web conferencing tool, doesn't mean that every question needs a web conference. Only schedule Zoom meetings when you need to collectively view documents or presentations.