

ZOOM Tips & Quick Reference Guide

- Position yourself so that your face is lit from the front (vs. overhead or behind you)
- Test your video and audio before the meeting starts
- Turn on your video so everyone can see you
- Please be present; avoid multitasking (or eating 😊)
- Mute your microphone until you are ready to speak.
- If you are participating in a larger group meeting the host may ask that you use the “Raise Hand” option before asking a question or making a comment. This can be found in the participants’ menu.
- Depending upon the meeting, the chat feature may also be enabled and encouraged. You will be able to chat directly with another meeting participant or to all participants.

