

# GUIDE TO SUCCESSFUL & STRESS-FREE ZOOM MEETINGS

## Step 1

Be sure that all the meeting settings are the way you want them when you schedule the meeting on Zoom. Sharing, co-hosting, etc.

## Step 2

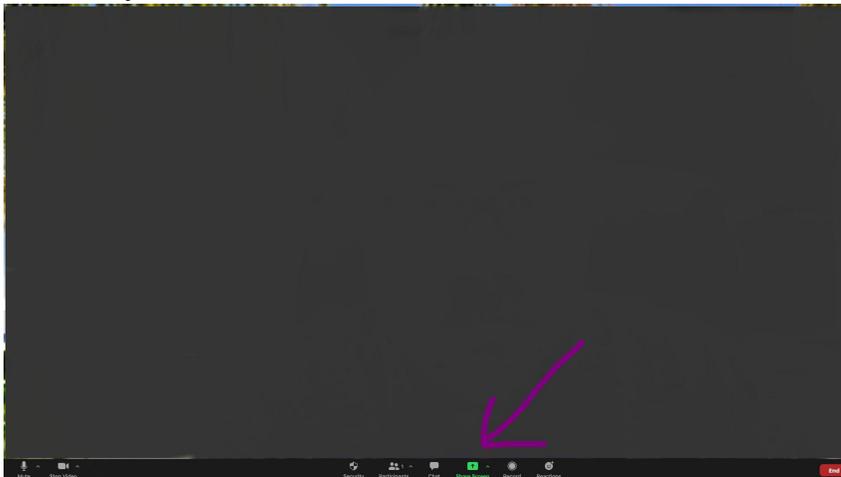
Arrange your camera so that your face is in the middle of your screen and your whole face is visible.

**BACKGROUND:** Be sure your background is uncluttered and not competing for your audience's attention. Otherwise activate your virtual background by right-clicking on the video icon at the bottom of the Zoom screen.

## Step 3

Take time to familiarize yourself with the Zoom commands:

To share your screen:



Look for the Share Screen icon. It is usually on the bottom with the other icons, but it can also be at the top center on some displays.

**IF YOU HAVE MULTIPLE SCREENS**, you will need to click on which screen to share, or if you want to share the white board (which allows you to draw or share discussion notes in real time).

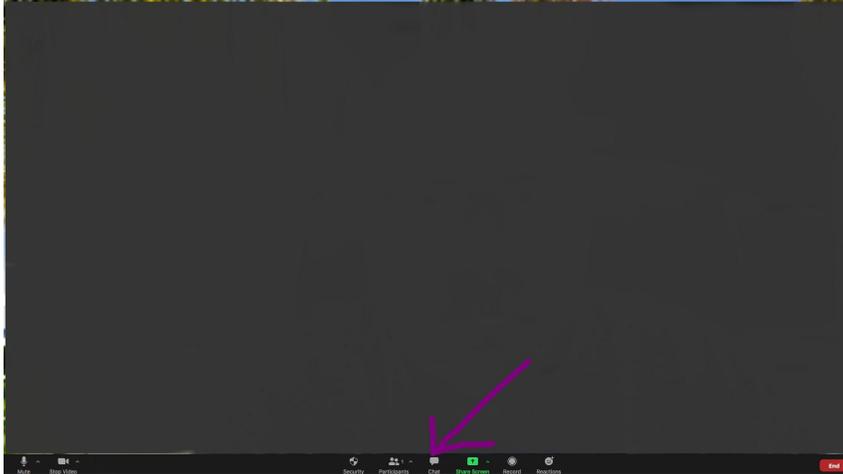
**NOTE:** If you are using PowerPoint or videos on the shared screen it works best if they are loaded to your main display screen and used from there.

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## Step 4

### TAKING QUESTIONS IN SHARED SCREEN.

When doing a shared screen for a lecture or presentation format it can be helpful to turn off all the participants microphones and ask that they send their questions via the chat button.



## Step 5

### PRACTICE!

It is important that you do a trial run for your Zoom meeting, making sure everything works correctly and that problems can be solved before your actual Zoom meeting.

To do a trial run you simple sign on to Zoom and create a meeting just for yourself, being sure you are not overlapping with a previously scheduled meeting. Then you can work out the kinks at your leisure and you will be ready for your actual meeting.

## Step 6

Tutorials can be found at:

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>