

# Zoom Meetings - Best Practices (External)

Created 12 days ago, last updated 5 days ago

1. **Arrive early.** You will need 10-15 minutes to make sure everything is running smoothly and you're prepared before your meeting starts. If it is a professional meeting with a presentation and multiple speakers, start 30 minutes ahead before your attendees join. You can then practice sharing, and go over what you need to say and make sure that everyone is comfortable.
2. **Use a Co-host.** A co-host can help you facilitate a meeting by moving your slides, or taking over if your internet goes down.
3. **Find a place where your back is against something pleasant and not distracting.** Don't put your back to a window or venetian blinds, your web camera will not be able to adjust to the contrast. Make sure you have good lighting.
4. **Raise your computer.** A stack of coffee table books works well. It may not always be ergonomically possible, but ideally your web camera should be slightly above eye level so that it looks like you're directly talking to people.
5. **Test your computer audio and video first.** This is essential to a good meeting.
6. **Use headphones.** Headphones always sound better than your computer's microphone .
7. **Avoid feedback and echo.** Only one computer in a room can join a meeting and have its mic open. If there is more than one, it will cause feedback. If other people join your meeting in the same room to view the presentation, they need to leave computer audio off, as muting does not resolve this. You can also get feedback or echo if another person has their computer speakers too loud.
8. **Share your presentation app only.** Have your presentation open in Powerpoint or Keynote and ready to present *before you share your screen*. Close everything on your computer except Zoom and Powerpoint or Keynote so it's easy for you to find and share. [See here for more information on Sharing with Powerpoint](#). If you need to move between multiple presentations, use to the [New Share](#) button for a seamless transition.
9. **Mute.** Know where the [mute button is](#) and when to use it. Only unmute yourself when you're ready to talk. Don't eat during a meeting, unless you are muted and your video is turned off. Background noises like construction can also cause issues, so it's best to mute yourself when not speaking.
10. **Connect your computer to wired internet if possible.** This doesn't always work out because your ISP's modem may not be in the same room as your meeting, and if it is, you'll likely need an ethernet cable and an ethernet adapter for you computer. If you're using your home WiFi, make sure people






in your household are not streaming video (Netflix, Disney+) unless you have a good internet connection. [Zoom doesn't require much bandwidth](#); if your internet connection is poor, Zoom will always prioritize audio over video and people may hear audio quality issues. **MaRS is not responsible for troubleshooting your home internet connection.** If you're having internet connection issues [check out these steps](#) or contact your internet service provider. To see your connection speed, you can [test your internet speed here](#).

11. **Ask for help.** Contact **MaRS AV team** by email [marsav@marsdd.com](mailto:marsav@marsdd.com) and we will endeavour to help you as soon as possible.

## Need Zoom Help?

Contact MaRS AV at [marsav@marsdd.com](mailto:marsav@marsdd.com)

 12 viewers

 0  0  0  0  0

 Suggest an update

**0 comments**