

Zooming the Right Way

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Agenda Topics

Do's and Don'ts

Best Practices to Zoom Like a PRO

Zoom Etiquette

Tips for Navigating Zoom

Q &A

Best Practices to Zoom Like a Pro

- ▶ Arrive Early
- ▶ Turn on your video
- ▶ Eye level
- ▶ Eye contact
- ▶ Get the bugs out
- ▶ Lighting
- ▶ Headset
- ▶ Consider your background

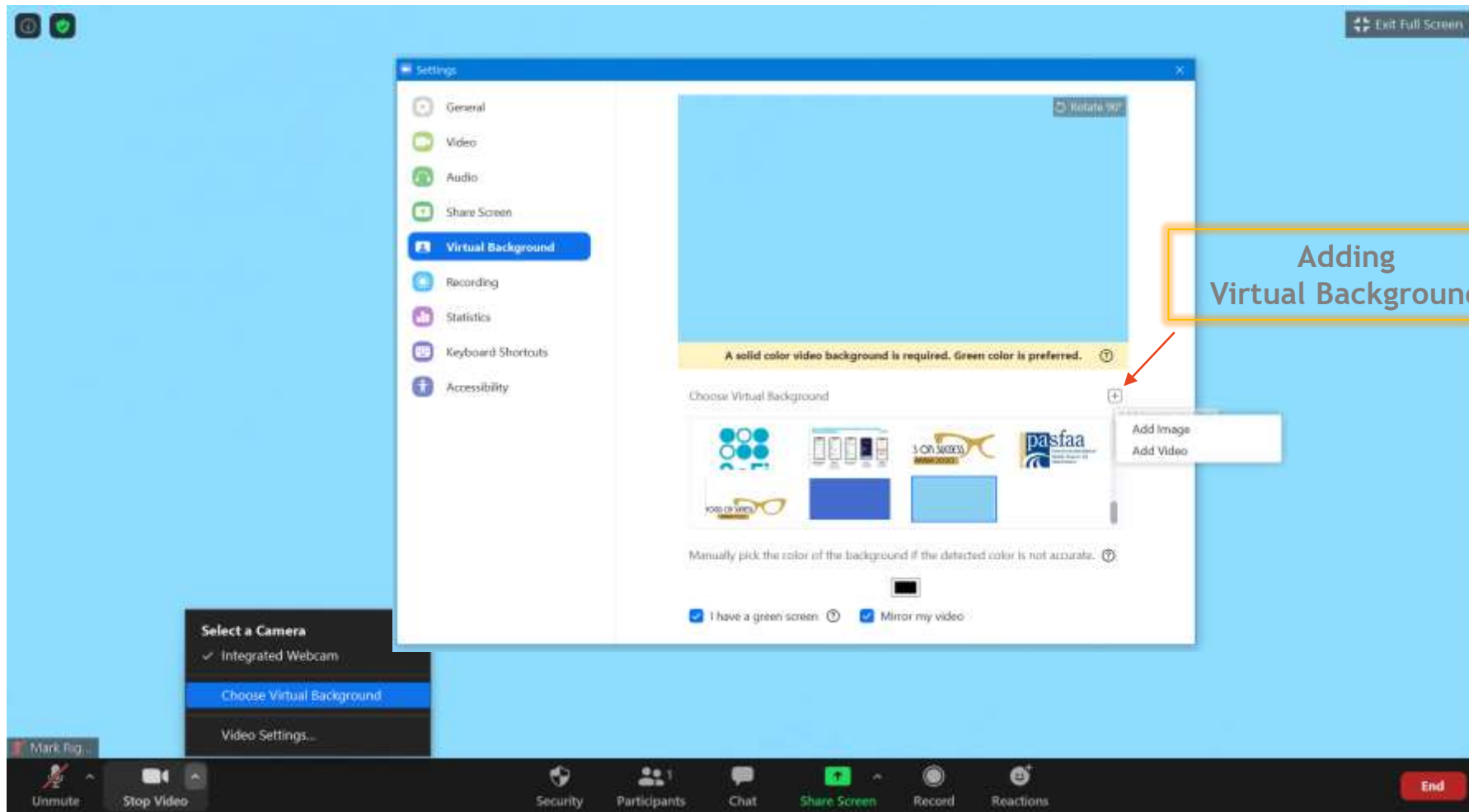
Etiquette - Do's & Don'ts

- ▶ No eating
- ▶ No multitasking
- ▶ Close distracting apps
- ▶ Sit Still
- ▶ Be on time
- ▶ Consider your environment
- ▶ Attire
- ▶ Noise level
- ▶ Do not disturb
- ▶ MUTE

Tips for Navigating Zoom

- ▶ Virtual Background
- ▶ Copying meeting invite
- ▶ Participants
 - ▶ Invite
 - ▶ Mute All
- ▶ Raise Hand
- ▶ Security
 - ▶ Lock the meeting
 - ▶ Enable waiting room
- ▶ Recording & Chat
- ▶ Share screen
- ▶ Touch up my appearance

Tips for Navigating Zoom



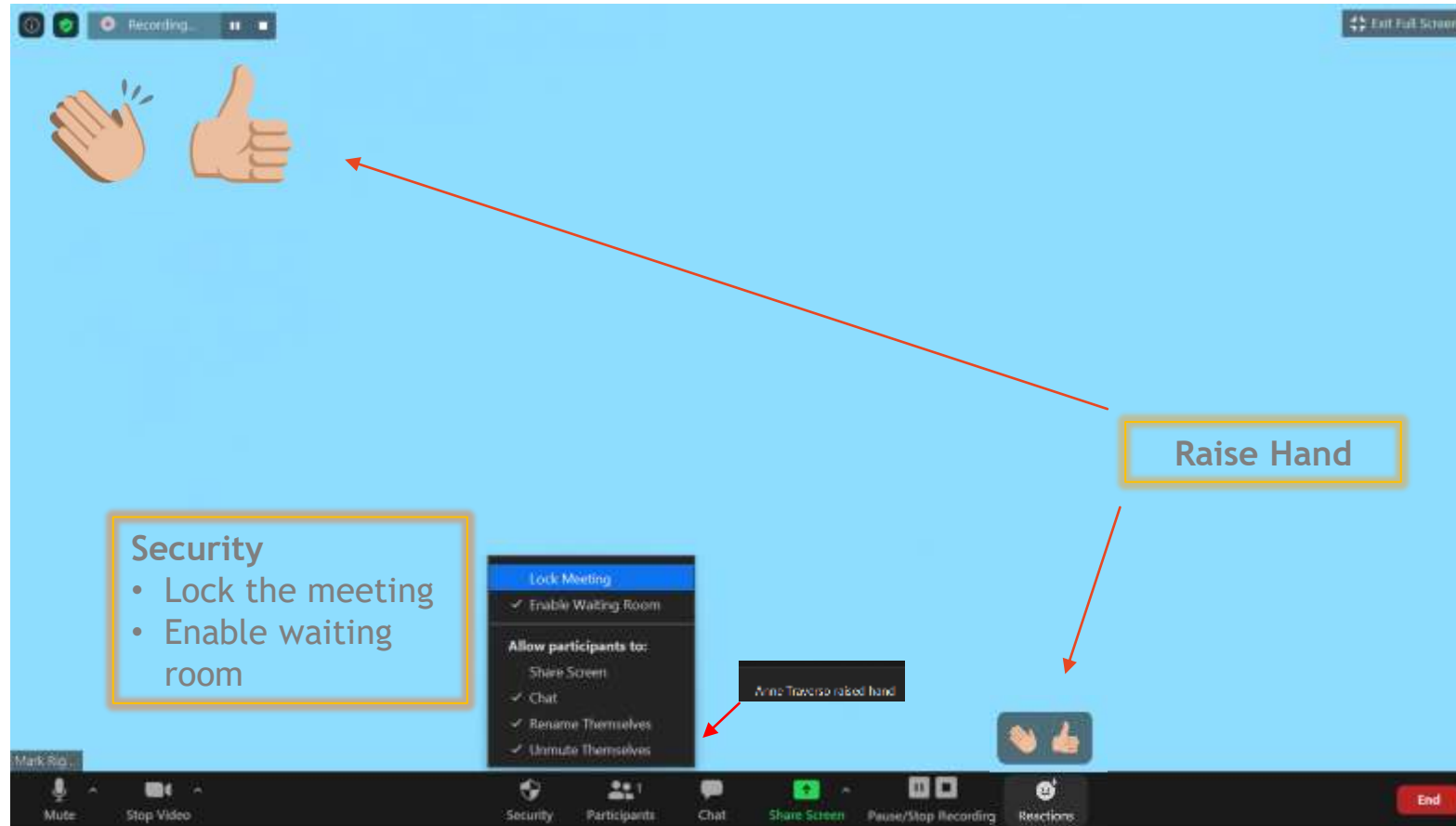
Tips for Navigating Zoom

The screenshot shows a Zoom meeting interface with two key annotations:

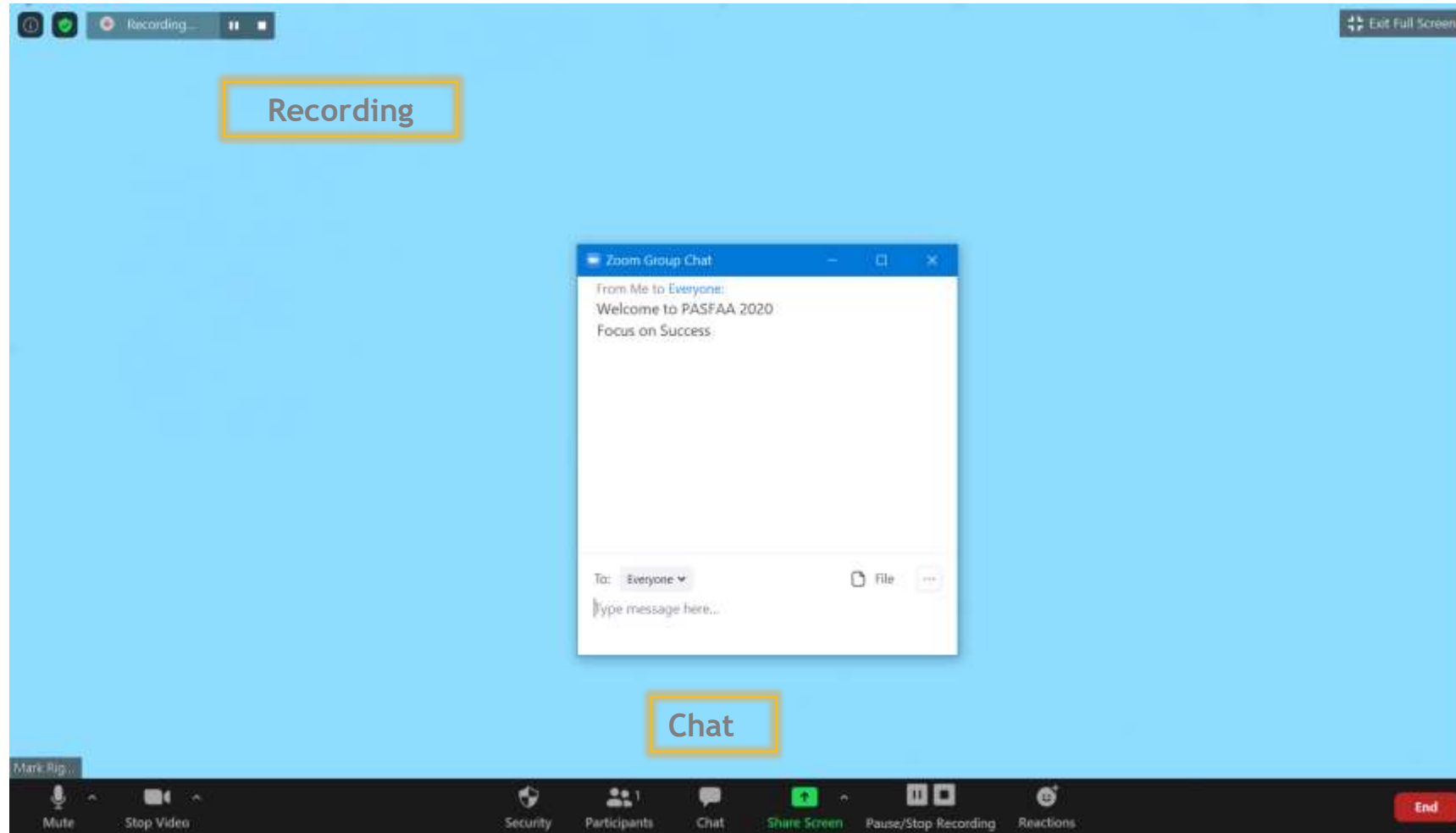
- Copying meeting invite:** A yellow box highlights a black dialog box containing meeting details:
 - Meeting ID: 717 6267 2781
 - Host: Mark Riggs (You)
 - Password: 257255
 - Invite Link: <https://us04web.zoom.us/j/71762672781?pwd=Q1F0aWVWZWZkN0p0UkZkdVZlMWRBd0R9>
 - Participant ID: -894618
- Participants:** A yellow box highlights the 'Participants' window, which lists 'Mark Riggs (Host, me)' and includes 'Invite' and 'Mute All' buttons.

The bottom toolbar includes icons for Unmute, Stop Video, Security, Participants, Chat, Share Screen, Record, Reactions, and End.

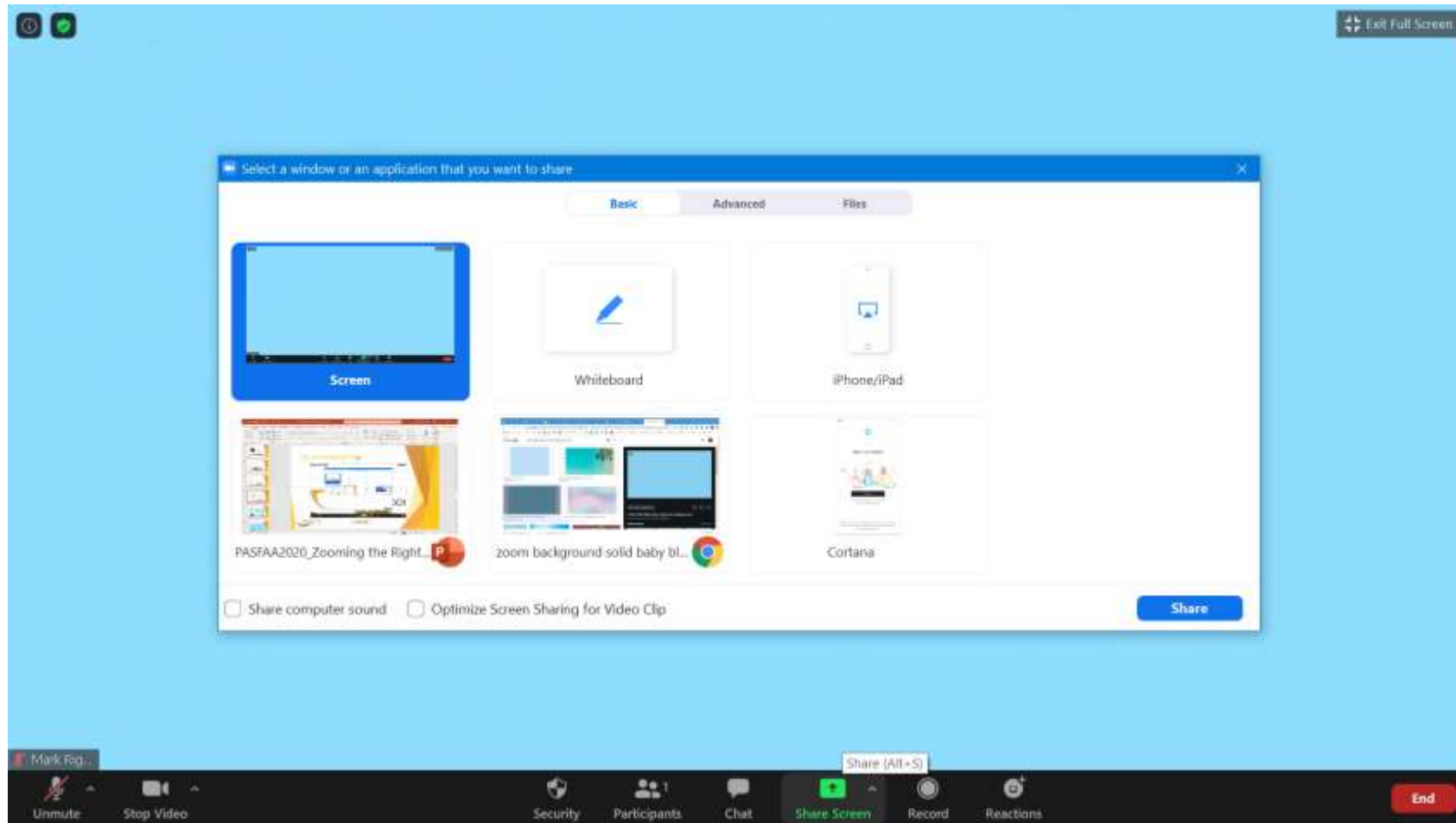
Tips for Navigating Zoom



Tips for Navigating Zoom

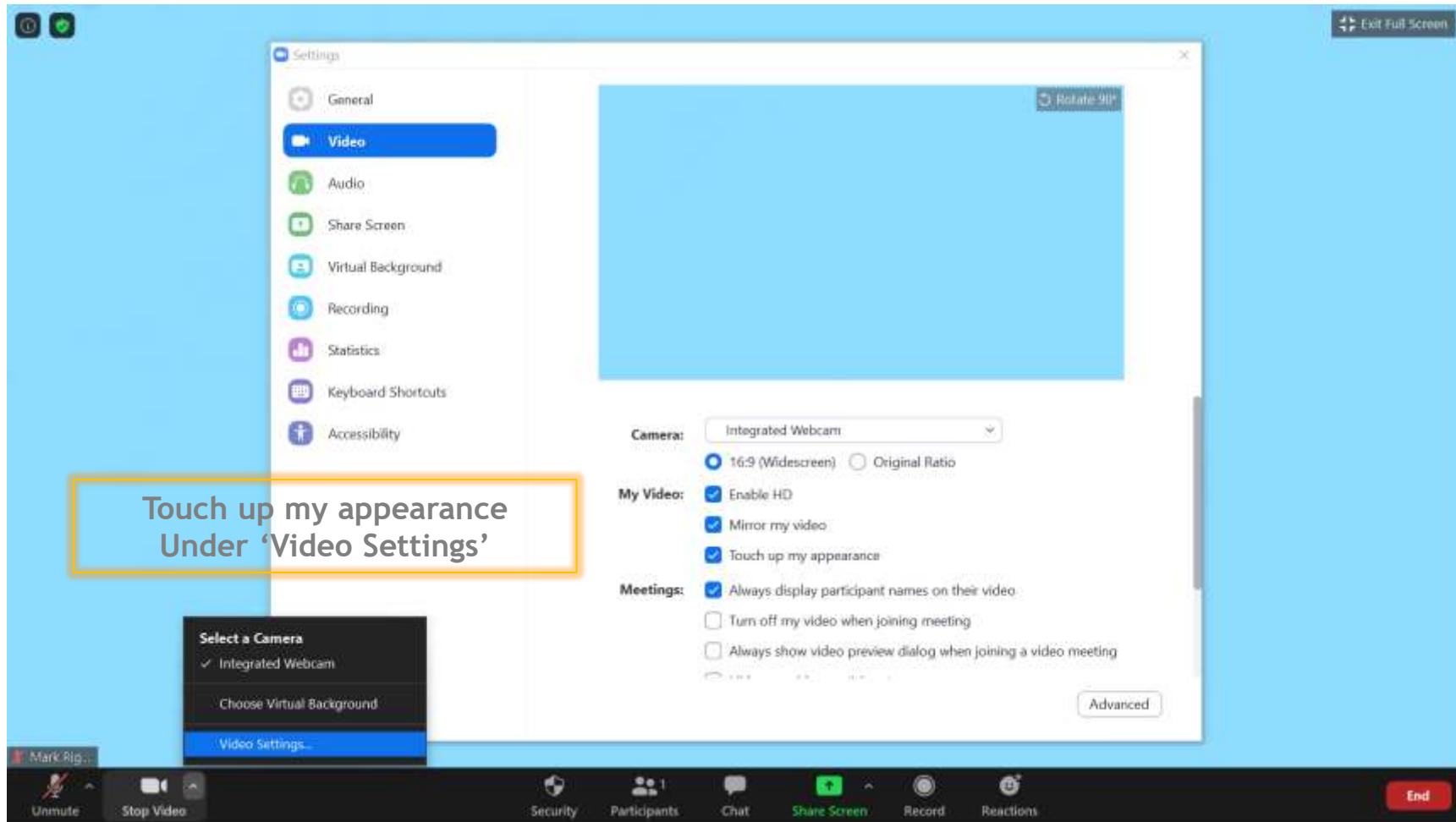


Tips for Navigating Zoom



Share screen

Tips for Navigating Zoom



Q & A

THANK YOU