

TIPS TO HELP YOU PERFECT YOUR ZOOM GAME

A few months ago, most of us didn't even know what a Zoom meeting was! Now, it seems to be the new normal as we work our way through Zoom meetings, gatherings, game nights, happy hours and more!

Here are some helpful tips to help ensure that your virtual meeting experience and the experience of everyone else in the meeting is positive, focused and successful!

BEFORE THE MEETING:

- **Background** – Make sure your background is clean, picked up and work appropriate. If you want to change your background, you can also use the virtual background option found in the video control button.
- **Lighting** – Position yourself so that light comes from in front of you and not behind you. Otherwise, it will be difficult to see you. If there's a window behind you, shut the blinds.
- **Camera** – Position the camera so you are in the center of the screen. Remember to look into the camera when you are talking instead of looking at yourself!

DURING THE MEETING:

- **Audio and Video controls** are located at the bottom left of your computer screen or top right on your tablet.
- **Video** – Treat video meetings as you would an in-person meeting and remember that everyone can see what you are doing.
 - Refrain from eating full meals, plucking your eyebrows or other such activities.
 - If you have to step away for a little bit, turn off your video. This will reduce your bandwidth and prevent any unnecessary embarrassments.
- **Audio** – Background noise can be distracting. Be mindful of noises like barking dogs, talking family members, phones ringing, or alert noises on your computer.
 - When you are not talking, mute yourself by clicking the audio button.
 - If someone is speaking and you would like to speak after them, raise a finger and the host will acknowledge you.
 - Remember to unmute yourself when you start to talk!
- **Reactions** – Click on the Reactions button and post a thumbs up or clapping hands emoji on your screen. Or give an actual thumbs up!
- **Chat Box** – Click on the Chat button to type a message. You can select to send to everyone or to a specific person in the meeting.

END OF THE MEETING:

When the meeting is done, click Leave Meeting in the bottom right of your screen or top left of your tablet.