

Welcome to "How to use Zoom in your Rotary Club." Meeting will begin in 10 mins.





How to use Zoom in your Rotary Club

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Tips for 'Humanizing' Zoom Calls

Tips for 'Humanizing' Zoom Calls

Before:

- Set an agenda of the purpose of the call.
- Prepare what you'll need; pen, paper, coffee.
- Don't sit with the window behind you. A little effort on lighting goes a very long way.
- Let people know around you that you're on a call.
- Try to find a spot with minimal distraction.
- Make sure your computer is connected to power.

Tips for 'Humanizing' Zoom Calls

During:

- Use an external microphone or headset.
- Sit close to the screen. Your face should fill most of it.
- When you're not talking, hit mute. (Especially, if you're eating.)
- When you're on mute during an audio call, you can do whatever you want. But when you're on mute on a video call, you need to act like you're truly engaged. Nod your head. Focus on the screen. Don't go and feed your dog.
- When you're talking, spend some time looking at the camera, not the screen. When you're talking, go slow.
- Adjust to 'gallery view' to see everyone.
- A facilitator can be helpful.

And remember...

