

TIPS FOR ZOOM MEETING



- SET AN AGENDA.
- DON'T SIT WITH A WINDOW BEHIND YOU. A LITTLE EFFORT OF LIGHTING GOES A LONG WAY.
- SIT CLOSE TO THE SCREEN. ADJUST CAMERA SO YOUR FACE FILLS THE SCREEN.
- WHEN YOU'RE NOT TALKING, HIT MUTE.
- UTILIZE THE CHATBOX FEATURE.
- 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.
- 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.



Rotary

**District 5870
Central Texas**