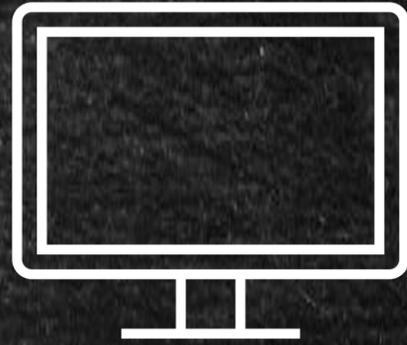


# Tips for GREAT Zoom Meetings



## *Become familiar with basic Zoom features:*

- ✓ You'll need a computer or laptop with a webcam or an external web camera and a microphone, or a mobile phone or tablet with a camera (which is almost all of them these days) and good internet connection.
- ✓ Go to Zoom.com or download the app and sign up for a free, basic account.
- ✓ To schedule, host, or join a meeting, click on the appropriate option at the top of the page and follow the prompts.
- ✓ To join a Zoom meeting, you will need the Meeting ID that the host will provide.
- ✓ Before starting or joining a Zoom meeting, follow the prompts to complete the audio test.
- ✓ Learn how to mute and unmute
- ✓ Regulate the volume so your voice comes across clearly
- ✓ If you're going to step away from the call, block the video, then resume the video upon returning
- ✓ If using a cell phone, please stay put in one spot- it is very distracting to see someone walking around while on a video call

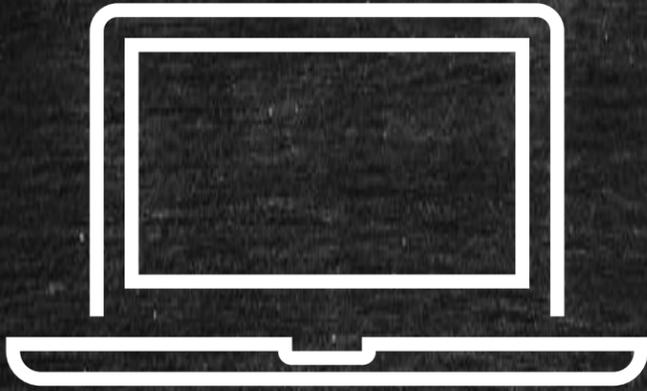
- Put a stack of books or a shoe box under your laptop or screen. The intent is to have your eyes on the same level as the camera on the screen. This simple configuration minimizes tilting your head forward (neck pain!) and keeps you from highlighting a double chin! When you are speaking to the group, look into the camera, not down at the screen. Put a small sticky note next to your camera as a reminder!
- Don't sit with a bright window or other light source at your back. You will look like you're in the witness protection program! If possible, light from the front so we can see all those beautiful faces!

**Never take your phone or laptop into the bathroom during a Zoom meeting- we can see and hear EVERYTHING!**



- Smile, even if your teeth hurt! Since we don't have a sense of full body language, faces become our front door. Position yourself so your entire face, neck, and shoulders are visible in the camera view. Look as interested as possible, smile often, nod head in agreement, etc. Since we may not know who is looking at us, be outwardly pleasant.

## A few "Zoom Don'ts"



Are folks seeing you in a cluttered living room? Are other people wondering, "Is she calling from her garage??" or thinking, "That is one messy kitchen!" Zoom meetings bring strangers into our homes, so make sure your home is prepared for visitors. **Set up your computer/laptop in an area that will show you sitting in front of a plain wall or a simple, uncluttered area of your workspace.**

- You can virtually transport yourself to the beach, outer space or anywhere else you can imagine by customizing your background while on Zoom calls.

*Read this step by step guideline to use a Zoom Virtual Background:*

<https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>

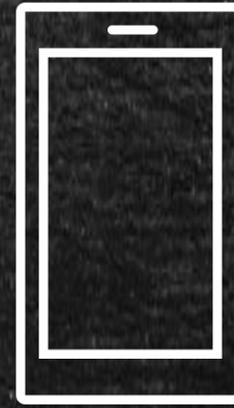
- "Is that a bag of chips?!?!" "Is she going to eat the whole thing?!?!" Please don't eat (or smoke) in front of the screen.
- *What about drinking? If caffeine helps you stay awake, do it--but do not hide wine in a coffee mug!*
- Of course Mittens is the cutest cat ever...but please, no creatures walking across your keyboard or settled in your lap during a Zoom business meeting.
- *You can't fake it! Do not text or look at your phone during the meeting - we can see the glow from the device and your eyes are looking down or away.*
- "Where is she going?" If you need to step away from the screen, please turn the video setting OFF, and turn it back on when you come back.
- *"Who's that??" Unexpected people walking behind you are distracting and can be embarrassing for everyone. Notify your family members or roommates ahead of time that you will be participating in a video conference. Even if they rush through - we see them!*
- NEVER do a Zoom call from your car while driving! Not only is illegal in several states to have a cellphone in your hand while you are driving, but it is unsafe for you, your passengers, and the surrounding drivers.

- While we may be working from home, we still need to look professional during Zoom calls. That means getting dressed and grooming your face and hair like it's a regular work day. Avoid outfits that have graphics, patterns, leopard prints.... pastels and solid colors look best on camera/video. If you don't think you're looking your best, Zoom's Touch Up My in the Appearance feature may be for you. The filter aims to smooth over your appearance, making you look dewy and well-rested. It is similar to "beauty" mode on your phone's selfie camera. And always SMILE - cheaper than Botox!

*Here's how you use the Touch Up My Appearance option:*

<https://support.zoom.us/hc/en-us/articles/115002595343-Touch-Up-My-Appearance>

Zoom Fatigue is a real thing. Being on Zoom meetings for several hours can be physically exhausting.



- ✓ *Start with good posture by sitting on a solid chair (please avoid sinking sofas and recliners). Tension builds up in your neck, shoulders, and torso resulting in headaches and back pain.*
- ✓ *Take regular breaks. Sitting all day is NOT healthy - walk around, go outside, drink lots of liquid so you can take regular bio breaks. Consider setting a timer as a reminder to get up and stretch, especially your neck and upper shoulders.*
- ✓ *With so much time watching a screen, give your eyes a rest! Stare away from the screen on a regular basis, look outside at greenery like trees or a garden, and close your eyes for a couple of minutes to give them a rest.*
- ✓ *As we social and physically distance during the pandemic, not only are we on Zoom for work meetings, but many are using Zoom to stay connected to friends, family and other loved ones. As best as you can, regulate how many Zoom meetings you participate in during the day and week to keep your mental and physical health strong.*

*Feeling physically alert and healthy is a top priority!*

Here's a 2-minute video with a number of tips and simple exercises.....

<https://www.cnn.com/videos/business/2020/04/22/good-posture-work-from-home-business-eg-orig.cnn/video/playlists/business-career/>

Keep a good sense of humor and know many of us are dealing with the same Zoom issues, as this funny video shows:

<https://youtu.be/NensL4USbQM>



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