Zoom Meeting – Getting Started

During this short Zoom session, we are going to go over the best practices for leading virtual Zoom meetings. These items include:

- Starting a meeting
- Recording a meeting
- Sharing screens and content during meetings
- And some basic troubleshooting for audio and video during Zoom meetings

Prepare for the meeting

1. Set up your equipment

Download the [Zoom desktop app](#) for meetings and encourage attendees to do the same

- Decide whether you will use one monitor or two
- Get a headset (earbuds) and microphone if you have them, to reduce background noise
- Test your audio and video (zoom will prompt)
- Test sharing your screen
- Close unnecessary tabs in your browser

2. Look your best

Lighting should come from in front of you or from the side, in order to best light your face

- Keep your background clear of distractions
- Look at your webcam, not at the screen
- Use gestures and mannerisms that you would typically use in person
- Participate productively

3. Make sure everyone can hear you

- Use a microphone when you speak.
- Make sure the microphone is on and close enough to pick up your voice, no matter what location you are in.

4. Help everyone focus

- Don't have side conversations.
- If you aren't talking, mute or turn off your microphone.
- Avoid noisy activities like typing while your microphone is on.
- Share housekeeping details with attendees
- Remind attendees to mute their mics and only enable when they need to speak
- Let them know how they can get your attention during the meeting
  - Will you be checking the chat window?
  - Should they unmute themselves to speak up?
  - Start the recording
  - End the meeting

Troubleshoot audio problems if they arise

Zoom: Troubleshoot Audio Echo or Feedback in a Meeting

If you are hearing feedback or echoes in your meeting, that means there is a device in the meeting that is channeling your audio back.

There are **3 main causes** of audio echo or feedback in a Zoom meeting:

1. A participant has both the computer and telephone audio active
2. The speakers on participants' computers or telephones are too close to each other
3. There are multiple computers with active audio in the same conference room

Case 1: A participant has both the computer and telephone audio active

If you join from a computer and call in from the telephone, please make sure you either:

Enter your participant ID when calling in, or enter #participant ID# when already in the call

Or, use the Audio Settings caret to the right of the Mute/Unmute button to manually Leave Computer Audio.
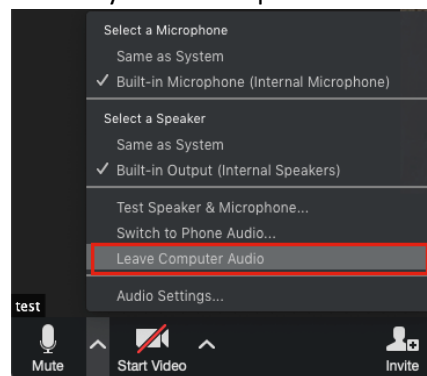
Case 2: Participants with computer or telephones speakers that are too close to each other

If another participant is too close to you, and both of you have speakers on, either hang up one of the telephone connections or select Leave audio conference on one of the computers.

Case 3: Multiple computers with active audio in the same conference room

If you are in a conference room with multiple devices, disconnect your computer audio from the other devices. Muting your speaker is not enough.

- On a PC or Mac: Select Audio Options > Leave Computer Audio
- On an Android or iPhone: Select Disconnect

To figure out which attendee is causing the echo:

- Choose one way of muting all attendees:
  - The host can mute the attendees one at a time
  - The host can mute all of the attendees at once
  - Attendees can mute themselves
  - Un-mute one attendee at a time.