



Virtual Meetings: Zoom Tips & Tricks

1. Before your Zoom call:

- Make sure you are in an appropriate setting and wearing appropriate clothing; avoid highly personal background items and wear clothes you would wear to an in-person YLAT meeting. Remember, you can be seen on your video call!
- Logging in to Zoom with video from a computer is the best option for seeing and connecting with a group. The next best option is using video from your phone, followed by calling in with audio only.
- Try to eat before your Zoom call and limit distractions you might have in your surroundings (such as noise or other people around).

2. During your Zoom call:

- Mute your microphone when you are not speaking, so other participants do not hear background noise. *The host may mute all participants to manage noise, so check that you are unmuted before you speak!*
- Use the chat box if you have comments or notes that you want others to see without interrupting the flow of the conversation.
- If you plan to use video chat, please stay seated and as engaged as possible. It can be distracting when participants are walking around or moving in and out of the camera.
- If you need to step out of the call, write a note in the chat box that you are “stepping away”, or click “stop video” while you are away. Do not take phone with you for bio breaks.

Tips & Tricks:

- Keep your phone or computer plugged in or the charger nearby in-case your battery runs low during your Zoom call.
- If your video is ‘glitching’ or freezing, try leaving and re-joining the call, or join by audio only. For better video quality, try to be the only person using your Wi-Fi connection for the duration of the call.
- Use headphones for better audio quality. Choose either laptop or headphone speakers, not both, to avoid noise feedback.
- On the computer, use “Gallery View” option to see all participants at the same time or “Speaker View” to see the person speaking enlarged. If joining by phone, swipe right to see other participants.
- Please only join Zoom by video if you are in a safe place to do so (ex: not driving)!

Always remember to take care of yourself during meetings, even on Zoom. Feel free to mute your microphone and “stop video” if you need a break to attend to your personal needs. Just let others know with a comment in the chat box!