

Tips for Productive Zoom Meetings

- If you haven't used Zoom before, click the link to download Zoom prior to the day of the meeting and familiarize yourself with its features – mute/unmute microphone, stop/start video, views.
- Test your microphone and video *ahead of time* by using this test link: <https://zoom.us/test>
- Find a comfortable and quiet place to sit with good front lighting to best show off your face.
- Come dressed as you feel comfortable for the meeting. Makeup optional.
- Place your device on a hard surface to avoid having others see a "rollercoaster" view of you.
- Adjust your camera to be at around eye level so your face is centered on the screen.
- Don't share the meeting link in a public place, such as social media, so as to avoid uninvited guests.
- Allow the meeting host to keep our AAUW Community discussion flowing.
- It is a good idea to stay on mute except when it is your turn to speak. Toggle: Unmute by pressing the space bar, re-mute by releasing the space bar.
- Apply mute immediately after you have finished talking, depending on the event.
- If you experience sound lagging or interruption, stay on mute, then phone in to hear the meeting.
- Use Chat to send messages to individual members, or to the whole group.
- Keep your video on, if at all possible, to show interest in participating.
- Drinking fluids during the meeting is acceptable, but turn off your video if you need to eat during the meeting.
- Recognize that the number of participants seen on one screen changes from device to device.
- Don't worry if your pets or family members appear in the background.
- Stay focused on our AAUW Community by not multi-tasking.
- Avoid private actions, such as self-grooming, during the meeting.
- The host should be the last one to leave the meeting.