



To Download the background images:

Download the background file to your desktop from the link. Once you open the Zoom app, go to zoom.us>preferences in the upper left and click on it to open preferences. Once open, click on “virtual background” in the left column. You should be able to see yourself in the preview area. Next, click on the “+” to add the background file from your desktop. It is now loaded for use. Be sure that if you click “mirror my video,” any imagery or logos are not showing in reverse to your viewer(s). Most times this is not the case, even if it is mirrored on your end. You may want to test this before beginning a session.

Some Zoom tips and etiquette:

When recording or broadcasting using Zoom or other virtual apps, find a quiet, private, well-lit place, free from possible interruptions.

Make sure to introduce everyone at the beginning:

Just like a real meeting or social event, you wouldn't initiate a conversation between two acquaintances who haven't met without introducing them. The same practice applies to a virtual meeting. Be sure to introduce all parties you are hosting at the beginning to create a welcoming environment and stimulate engagement.

Ensure that you have a clean, work-appropriate background:

You want your attendees' focus to be on the meeting content, not your messy office or your amazing art collection. By having a clean setting with work-appropriate art and decorations, you reduce the chance that attendees will get distracted. Zoom's virtual background feature is an easy way to eliminate background distractions when you have to meet in a messy or busy location. In general, virtual backgrounds work best when sitting within a certain distance from your screen or camera. You may want to test this, but generally, you don't want to be too close or far from the screen and top of the head below the top of screen and cut off just below the shoulders. Sitting too close can cause an uncomfortable effect or distortion as well. Sitting too far away may give the feeling of too much distance or unreality to the viewer.

Here are some examples of types of backgrounds and where you should place yourself in the frame. Given the opportunity, you should always give any image or text in the background the most readability by shifting your location left-middle-right. In cases where the image or text runs through the entire background, then do your best to not obstruct the entire background and move around slightly to reveal the imagery. This usually does not apply to a step and repeat style background.



Look into the camera when talking instead of looking at yourself:

If you're looking at yourself on the screen while you're talking, it will seem like your attention is elsewhere. Direct eye contact into the camera while speaking gives attendees the impression that you are looking at them rather than off to the side, which creates an environment where everyone feels engaged and present in the conversation. Be sure to position your web camera and monitor at eye level so you can look into the camera and simulate that eye-to-eye connection with other attendees. Raise your camera to your eye level – a stack of books or a shoebox work well. Avoid strong backlight. If there's a window in the room, sitting facing it (lighting your face), rather than sitting with the window or light behind you. This may seem awkward at first, but makes a big difference.

Eliminate distractions and focus on the agenda:

Notifications from messaging applications, ringtones, and applications running on your desktop can be distracting, which can make your attendees feel disrespected and undervalued. Mitigating these distractions helps keep the meeting focused and free from interruption. Be sure to mute your phone as well.

Be aware of your audio and video settings:

Check whether your microphone is unmuted and that your camera is on to ensure that all attendees can hear you and see you when you speak. If you notice that someone in the meeting is speaking but their microphone is muted, you can alert them that they are muted by requesting that they unmute their audio in the Manage Participants tab. You also can manage how you start and join meetings — with video on, entering a meeting muted, etc. — in your Zoom Meeting Settings.

Only invite meeting participants who need to be there:

Inviting co-workers or friends who don't need to participate or make decisions can be detrimental to the quality of the meeting. Because you can send other stakeholders a summary of the meeting via Zoom Chat, you can limit the attendee list and keep the meeting streamlined.

As an invitee, make sure to review any meeting invites you receive to determine whether you actually need to attend. If not, request a recording of the meeting or a summary to get the info you need.

If you're the host, stick around:

The general rule for meeting hosts: Wait until everyone else has left the meeting before hanging up, so attendees can leave at their own pace and get any final words in before disconnecting. Zoom will assign an alternate host if the original host exits first, but it's not a good look. A host leaving everyone else in the meeting is much like bailing on your own party.

Record a meeting:

Recording is a tremendously useful feature in Zoom. Want to keep records of key meetings? Record them so that they can refer back to them. Doing an interview and don't want to slow things down by taking notes? Record it and get it transcribed.

Just type ⌘Cmd+Shift+R (PC: Alt+R) to start recording any meeting.

Type ⌘Cmd+Shift+P (PC: Alt+P) to pause/resume recording.

Share your screen:

Screen sharing is one of the key features that Zoom does a great job with.

To start a screen share, type ⌘Cmd+Shift+S (PC: Alt+Shift+S).

To pause/resume a screen share, type ⌘Cmd+Shift+T (PC: Alt+T).

Zoom Bombing:

Please see this link about issues of Zoom bombing:

<https://www.udel.edu/content/dam/udelImages/main/photography/campus/coronavirus/zoom-faculty.pdf>