Zoom Tip Sheet - for Participants

Preparing for a Meeting

- **Familiarize yourself with Zoom** before using it, if possible.
    - Zoom Help resources: e.g. *Joining a Meeting in Zoom:* https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting
    - UMass Amherst IT Zoom resources: *https://www.umass.edu/it/zoom*
- **Set up in a good location (ideally).**
    - Choose a room with a door and soft surfaces (to reduce echos).
    - Position yourself facing a window or light source.
    - Remove noisy accessories (papers, clothing, pets, crunchy snacks)
    - Check the view behind you and make sure this is what you want people to see. Could someone accidentally enter the view without you knowing?
- **Set up your devices.** You can use Zoom on a desktop, laptop, tablet, or phone (desktop or laptop are best if you are hosting a meeting).
    - Install the Zoom app if possible.
    - Plug in your device. (or make sure it is fully charged.)
    - Close all other applications.
    - Restart your device if you haven't in a while (but not right before your meeting.)
    - Use a headset if possible for better audio
    - Note where your camera is positioned. Look into it when speaking.
- **Consider your privacy.** If you are in a large public meeting, or have concerns about privacy related to being on a video conference, be aware of what you are showing.
    - Log in to Zoom using your UMassAMherst NetID via umass-amherst.zoom.us. These accounts are more protected than free Zoom accounts.
    - If you don't want to create an account in Zoom, use a browser link to the Zoom meeting or dial in from a phone. These options should be available in the full invitation--ask the host if you need them.
    - Mute your video so that your face is not visible.
    - Use a virtual background to anonymize your surroundings.
    - Edit your display name to show only initials or a first name.
    - Protect the privacy of other participants: do not share links to meetings, recordings, or screenshots that include other participants without their consent.

Participating in a Meeting

- **Make sure you have the invitation and link.** This should be in an email or posted online. The invite will include a Zoom link and options for joining by phone.
- **Mute your audio** except when you are speaking. (Hold Spacebar to unmute temporarily.)
- **Mute your video** as appropriate to your situation and the norms of the meeting (some hosts will want everyone to see each other.) When you are on camera, consider how you can show that you are paying attention and limit distracting movements: e.g. yawning, stretching, wriggling, snacking.
- **Follow the norms for the meeting.** Different meetings have different ways of participating, e.g. some use the Chat function for questions, others use the "raise hand" function (or literally raising a hand). If you are not sure, check in with the host.
- **Use a phone connection for audio if your network connection is unstable.** You can dial in directly to Zoom using the phone number from the invite. You can also switch to phone audio in the app itself.

Link to this handout: https://tinyurl.com/zoom-tips-participant