Zoom: Tips to Improve the Quality of Meetings

Zoom is an application for hosting and participating in online meetings. It has many features, including the ability to share your screen with other participants.

- You do not need a Zoom account to participate in a meeting hosted by someone else.
- Contact LCC's IT Services department to receive an account for hosting your own meetings.
- If you have any questions about using Zoom, please contact the Zoom Support Team or review the additional resources listed below.

Additional Zoom Resources:

- Zoom Status Updates
- Zoom Resource Center
- Zoom Help Center
- Video Tutorials
- Recorded Training Sessions
- Live Training Sessions
- LCC Knowledgebase

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1. Reduce background noise.

2. Keep your computer clean from malware and viruses.

3. Download the Zoom application to your device.

4. Test your internet connection speed.

5. Prioritize audio over video.

6. Use a phone to join the meeting.

7. Share content before the meeting.

8. Close background applications.

9. Eliminate simultaneous streaming activities.

10. Use a wired connection instead of wireless.

11. Don't use a Virtual Private Network (VPN) or Remote Desktop Connection.

12. Change your schedule.

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1. Reduce background noise.

Mute your line when you aren't talking to facilitate a great collaborative experience.

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2. Keep your computer clean from malware and viruses.

Both malware and viruses can consume internet bandwidth and slow your connection speed. Consider using [Malwarebytes](#) and [AVG AntiVirus](#) to protect your computer from potentially unwanted applications.

3. Download the Zoom application to your device.

When installed, the Zoom application provides the fastest way to join a meeting. [Download Zoom](#) for your computer. For Apple and Android devices, get the latest version from the app store.

4. Test your internet connection speed.

A fast, stable internet connection is an important factor for reliable online meetings. Use [SpeedSmart](#) or [Speed Test Plus](#) to test the quality of your internet connection.

5. Prioritize audio over video.

The "Active Speaker" view requires more data than the "Gallery View." When your connection quality is low, try changing the view to Gallery View, or turn off the video to improve your meeting experience.

6. Use a phone to join the meeting.

Warning: This option may incur additional charges such as long distance fees. If your audio quality is poor, use your cell phone or landline to join by calling one of the phone numbers provided in the meeting invitation.

7. Share content before the meeting.

Sending files to participants before a meeting or sharing a link to the file rather than sharing your screen saves bandwidth during the meeting and helps ensure that valuable bandwidth is reserved for the audio transmission. For content that does not need to be secured, consider using [send.firefox.com](#). LCC employees can share confidential and personally identifiable information (PII) using [LCC's Secured Content](#) portal.

8. Close background applications.

Running background applications uses precious resources. Close any applications and browser tabs that you are not using before the meeting begins.

9. Eliminate simultaneous streaming activities.

If you are participating in a meeting from home and others are watching a movie online or listening to streaming music then you are competing for bandwidth. Ask them to wait until your meeting is over, and download shows for off-line viewing whenever possible.

10. Use a wired connection instead of wireless.

You may experience slower wireless speeds depending on how many nearby people are also using wireless devices. A wired, ethernet connection establishes a more reliable connection.

11. Don't use a Virtual Private Network (VPN) or Remote Desktop Connection.

If you are trying to participate in an online meeting while simultaneously working remotely, your available bandwidth may be limited. Close the VPN or remote desktop connection and reconnect to the online meeting.

12. Change your schedule.

Most people join meetings on hourly or half-hour increments. You can reduce the time it takes to establish meeting connections by joining just 5 minutes early. If you are the host, consider scheduling meetings that begin on the 15-minute or 45-minute mark. People are less likely to forget these start times and more likely to be on time.