

ZOOM TECH TIPS

Bryn Mawr College

Resources compiled by Library and Information Technology Services and the Head Peer Mentors

For more information, visit the Moodle Virtual Learning Resources page:
<https://poodle.brynmawr.edu/course/view.php?id=675>

BEFORE YOUR FIRST MEETING

1. Install the **free Zoom app**.
2. Join a **test meeting** and test your device's audio and video.
3. Practice **muting/unmuting**.
4. Practice showing and using **chat**.
5. Try **taking notes** in a different app/window.

SHARING YOUR SCREEN OR WHITEBOARD

To share a screen or white board, click the **green "share screen" button** on the bottom of the zoom meeting. Choose the window you would like to share. Share a **whiteboard** for a **blank screen** to annotate!

RECORDING A MEETING

Meeting hosts may choose to record a meeting. Participants will always be notified when a meeting is being recorded. To record a meeting as a host, click the "record" button on the bottom of the video screen. You may choose to record to the cloud or to your computer!

DEALING WITH BACKGROUND NOISE

- Use headphones to hear better.
- Ask participants to **mute** their audio when they aren't talking.
- Sounds that you may not even be able to hear may be picked up by the microphone, muting the person who is speaking!

MEETING REACTIONS

Participants can react during a meeting with a **thumbs up** or **clapping hands**. Skin tone of these reactions can be changed on the Zoom desktop app.

Meeting reactions are great for nonverbal feedback!

VIRTUAL BACKGROUND

This feature allows participants to display an image/video as their background. To enable virtual background during a meeting, click the up arrow next to "stop video," and select "choose a virtual background." You may select an image, or upload your own!

INTERNET BANDWIDTH AND DATA LIMIT ISSUES

- If you are on a WiFi connection, try moving closer to the router.
- Turn off other applications/devices that are using the same internet connection.
- Asking participants to turn off video, mute audio, and limit screen sharing will minimize issues related to poor connection.