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.

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!

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!

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!

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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.

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