# Best Practice for Effective Zoom Video Conferencing

To make your video conferencing meetings more productive and rewarding for everyone, we have prepared a few ‘best practice’ reminders.

**Before the meeting**

* Test the connection before the call; this is strongly recommended. Go to the Zoom site to [test your audio connection](https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Audio-) or [test your video connection](https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video-).
* Download the [Zoom desktop app](https://umn.zoom.us/) and encourage guests to do the same
* Ensure that you have a camera, microphone, and headphones or speakers available. Earbuds or headphones are preferable to avoid audio feedback and echo. Most modern laptops and all-in-one desktops have a headphone jack, microphone, and speakers built in.
* Be aware of your surroundings and how you appear visually. Call from a quiet location with no background noise. Close blinds on windows so that you are easier to see on video – ideally light should come from in front of you or to the side). Wear neutral, solid-coloured clothing. Avoid black, white, or striped clothing.

**During the meeting**

* Be aware of your actions, you are on a video conference, people can see what you are doing at all times. Look at the webcam, not the screen.
* Speak clearly so that all participants are able to hear you comfortably.
* If you wish to comment, please use the ‘raise hand’ feature so that the meeting host can ensure participants do not speak over each other and each comment is acknowledged.
* Avoid noisy activities like typing if the microphone is on. There is a mute facility that can be enabled.

**Participant Screen**

* When you join a Zoom meeting hosted by another user, you are considered an attendee. The user who scheduled the meeting or was selected to be the alternative host (if the host is unable to join) will have [host controls](https://support.zoom.us/hc/en-us/articles/201362603-What-Are-the-Host-Controls-).



1. **Mute** / **Unmute:** Mute and unmute your microphone.
Audio Controls (click the **^** arrow next to **Mute** / **Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full [audio settings](https://support.zoom.us/hc/en-us/articles/201362623-About-Settings).
**Tip**: Use the following [keyboard shortcuts](https://support.zoom.us/hc/en-us/articles/205683899) to mute or unmute yourself. You can also use [push to talk](https://support.zoom.us/hc/en-us/articles/360000510003) if you want to unmute yourself by holding the spacebar.
2. **Start Video** / **Stop** **Video**: Turns your camera on or off.
Video Controls (click the ^ arrow next to **Start Video** / **Stop Video**): Change cameras if you have multiple cameras, select a [virtual background](https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background) (if enabled), or access your full [video settings](https://support.zoom.us/hc/en-us/articles/201362623-About-Settings).
3. **Invite**: Invite others to join your meeting. [Learn more.](https://support.zoom.us/hc/en-us/articles/201362183-How-Do-I-Invite-Others-To-Join-a-Meeting-)
4. **Participants**: See who's currently in the meeting. The Participants list also gives you access to these options:
* **Rename**: Hover over your name and click **Rename** to change your screen name displayed to other participants.
* Non-verbal feedback icons (if enabled by the host): Places an icon beside your name to quickly notify the host. For example, **Raise Hand** places the raise hand icon beside your name and simulates a hand raise.

1. **Share Screen**: Start a screen share (if the host allows). You will be able to select the desktop or application you want to share. [Learn more.](https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen-)
2. **Chat**: Access the chat window to chat with the participants. [Learn more.](https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat)
3. **Record**: Start or stop a local recording. Attendees do not have access to start a cloud recording. [Learn more.](https://support.zoom.us/hc/en-us/articles/201362473-How-Do-I-Record-A-Meeting-) **Note:** The host will need to [allow local recordings in their account settings, then give you permission to record](https://support.zoom.us/hc/en-us/articles/201362473). If you don't have permission to record, use the in-meeting chat or audio to ask the host for permission.
4. **Leave Meeting**: Leave the meeting while it continues for the other participants. Only the host can [end the meeting](https://support.zoom.us/hc/en-us/articles/201362603-Host-Controls-in-a-Meeting).

If you need any technical help and guidance, Zoom training and FAQs can be accessed below:

<https://support.zoom.us/hc/en-us/categories/200101697>