NAPLES AREA BOARD OF REALTORS®

ZOOM
Guidelines
ETIQUETTE &
TIPS

Test audio/video.

Test your audio and video settings ten minutes prior to your meeting at zoom.us/test to avoid techno-fumble.

Optimize Zoom.

Sharing: DO NOT select "Share Your Desktop" to avoid displaying every pop-up email and private message to your audience. Instead, open up any relevant documents before the call and share only those during the meeting.

Practice hosting. Zoom is very easy to use but a live video conference is not the time to explore its features. Practice scheduling and inviting people to meetings. Learn how to mute and unmute audience members and re-assign the host role.

Bandwidth and signal. If you are wireless, try to remain close to the wireless router. When you have the option, choose wired (instead of wireless) for video conferencing.

Look at the camera.

Look at the camera and not at the screen when you speak so the audience feels as if you are speaking directly to them. This takes a bit of getting used to.

Commit.

RSVP to the host. Let them know you will be attending. Put the meeting on your calendar. Include important information required to join the meeting such as the meeting ID/URL and password.

Dress to impress.

It's easy to give in to the temptation to wear sweatpants and a t-shirt because you're working from home. However, your colleagues expect you to have a professional appearance. Dress for your video conference the way you would for an in-person meeting.

Stage your background.

Try to have a nice, plain background. If your treadmill is onscreen and you use it more as a place to hang laundry, that's not really the best visual for your audience. Give some thought to your background to ensure that you have a clean, work-appropriate background.

Position your camera.

Place your camera and monitor at eye level to present yourself in the most flattering angle. If you are using a handheld device, you may want to prop it up on a stand and place it on a stable surface, such as a table or desk, for the best results.

Adjust your lighting.

Avoid back-lighting by not sitting directly in front of a bright light source. Position yourself so the light source is in front of you. Experiment with moving your lamp and camera until you can see your brightly-lit face on the screen. If you have a window behind you, close the blinds.

Prepare in advance.

If you will be sharing content during the meeting, make sure you have the files and/or links ready to go before the meeting begins.

ZOOM MEETING ETIQUETTE

Please follow general rules of courtesy in your virtual business meetings.

Think about your actions on camera.

Always remember that everyone can see you. Someone is watching as you take a big, wide-mouth yawn, stretch or scratch. These exaggerated movements are distracting to the audience and can be disruptive to the speaker. Out of courtesy, refrain from eating during your meeting. Do not Zoom from bed or when driving your car. Do not walk around during the meeting. Try to stay still and attentive.

Adjust your video settings.

When you log in, turn on your video feed. This gives a more personal feeling. Unless your appearance or background is very inappropriate or distracting, do not block your video. Video is crucial in building trust and engagement in virtual communications. Don't skip this step just because you don't like the way your hair looks today.

Raise your hand if you'd like to speak.

If the meeting organizer enables the nonverbal feedback feature, meeting participants can place an icon beside their name to communicate with the host and other participants without disrupting the flow of the meeting. For example, clicking "Raise Hand" places the raised hand icon beside your name to simulate a hand raise.

Adjust your audio settings.

Turn on your microphone when you log in. Keep it unmuted for small meetings. For larger meetings, mute your microphone when you are not speaking to help keep background noise at a minimum. If you notice that someone is speaking but their microphone is muted, alert them by requesting they unmute their microphone.

Eliminate Distractions

Silence your phone. Turn off sound alert notifications from messaging applications, ringtones and applications running on your desktop. Avoid activities that could create additional noise, such as shuffling papers. Refrain from replying to emails or text messages during the meeting. Close the door to minimize noise from barking dogs and other distracting noises. Keep the meeting free from interruption.

ZOOM MEETING TIPS

Chat.

Send participants a private message in chat to:
> "Start Video" if you cannot see them.

Select your view.

> Choose "Speaker" view to see only who is speaking.
> Choose "Gallery" view to see all participants.
> Choose "Side-by-Side" view when you want to view participants and chat on the right side without obstructing your view of the presentation if you are not screen sharing.

Live streaming.

Turn off the "Live Stream" setting so participants cannot share the stream on Facebook or other social platforms.

Record your meeting

Go into your settings and click "Record Meeting".

Share your screen.

Go into your settings and click "only the host can screen share". It is not a default. Make your presenter a "co-host" so they can share their screen. If you are screen sharing, another participant would have to handle the participants and the chat.

Poll attendees.

Create a poll if you would like feedback by clicking the poll button icon at the bottom of the screen. Input the questions. Click on the poll icon and click "launch poll". Once the responses have been received, click "end poll". The poll results can be accessed on the Zoom website in the reports tab.

Touch up my appearance.

In Settings > Video, check "Touch up my appearance," and Zoom will soften the focus on your camera, theoretically minimizing any issues with your skin.

Mute and unmute.

When you are called on to speak, stop scrambling to click the microphone button. You can press and hold the spacebar to quickly mute and unmute your mic, right from your keyboard.

React with emojis.

To react during a meeting, click the Reactions tab at the bottom of the meeting screen (it's in the same panel as mute audio and video, to the right) and choose the one you want. Emoji will disappear after 5 seconds.