

NSDA ZOOM TIPS

Virtual meetings have become more common place over the last year. We put together this list of suggestions to help you and the other participants have a positive experience. We hope it is helpful and look forward to seeing you at an NSDA virtual meeting soon!

1. Find a private area for your call so that you are not interrupted.
2. Let others in your household know you are on a Zoom call. If you are interrupted by someone or something during the call, turn off your camera so that other people in the audience are not distracted by the interruption.
3. Adjust your screen so that your whole face is on camera. If you are using your phone or a tablet, try to have it on a stable surface.
4. Test your audio and video as you join to make sure everything is working properly.
5. Using a USB headset or microphone may help project your voice.
6. Mute your microphone if you are not speaking.
7. Turn off your camera if you need to get up from your seat during the call.
8. Do not eat during meetings. It is ok to have your coffee or water glass nearby though if you need something to drink.
9. Try to look at the camera if you are speaking.
10. For additional tips, please check out this you tube video on video conference etiquette:
<https://youtu.be/k6aN4j6YzKM>

ZOOM Chat | Zoom features a built-in chat room that lets you message other participants publicly or privately. Pressing the Chat button will expand the meeting window with a group chat feed. You can enter your message at the bottom, and control who the message can be seen by. Hosts have the ability to save chat logs, and decide whom a participant can chat with during the meeting.

Speaker View | Speaker view will switch the large video window between who is speaking with 3 or more participants in the meeting. If it is just you and one other participant, your video will be smaller at the top and their video will appear below.

Gallery View | Gallery view lets you see thumbnail displays of participants, in a grid pattern, which expands and contracts as participants join and leave the meeting. The number of attendees you will be able to see at once in Gallery view will depend on the size of device you are using. If not all participants fit on your screen, there may be right or left arrows in gallery view to display the next page of participants.

Zoom Help Center | <https://support.zoom.us/hc/en-us/categories/200101697>