

TIPS & TRICKS FOR RUNNING YOUR ZOOM MEETING



Want to see these tips in action?

Click [this link](#) to see how to manage a Zoom session.

Do: Set expectations at the beginning of the meeting

Think about how you want participants to interact. Should they remain muted? What do they do if they have a question? Do you want their video on? If participants know the rules ahead of time, they'll be more likely to interact.

Do: Set established times for breaks

It is much harder to keep your participants' attention while you're on Zoom. From barking dogs to the 700th Amazon delivery of toilet paper for the day, you're constantly competing against distractions. Set established break times (preferably every 30-45 minutes) to break up the session and keep the "on" times more focused.

Do: Use a clear microphone and good lighting

Not all microphones are created equal. Built-in computer microphones and microphones attached to headphones may work, but be sure to test them first. Also, make sure you are well-lit. Sitting with your camera facing window or in a completely dark room will make it hard to see you.

Do: Keep your hand on the mute button

Participants are still learning to use Zoom and may not know how to mute themselves. If you hear feedback, echoing, or random background noise, as the host be sure to mute that participant.

Don't: Ignore chat

Participants may feel more comfortable using chat to ask questions or make comments. Keep an eye on chat while you're hosting to make sure everyone is included in the conversation.

Don't: Set up in a noisy or distracting environment

While you don't need a professional recording studio, try to set up in a location that minimizes interruptions and distractions. If your dining room is as busy as Grand Central Station, find another location that might be more ideal or create a "do not disturb" schedule for your household.

Don't: Try to be perfect or rehearse

You want to be prepared, but you don't want to be robotic. A few interruptions here and there aren't the end of the world. Dogs will bark. Babies will cry. As long as it doesn't continue for the entire session, these types of random blips actually work in your favor. It shows your participants that you're still human.

Don't: Forget to turn on your video

Now, more than ever, it is important for participants to see and hear you. It helps them stay engaged and connected when they may not have much social contact.