Zoom Host Best Practices

- Make sure to log in to Zoom through the Creighton.zoom.us website, or the app (which is available on Mac, PC, iOS, and Android).
- Start the meeting early, at least five minutes. Give your guests time join and start their webcams and microphones before the actual start time for the meeting.
- Once you're in the meeting start your video. This also helps to encourage your participants to do the same.
- Mute your microphone when not speaking and avoid noisy activities such as typing while your microphone is on.
- For larger meetings, enable the setting to mute all participants upon entry.
- Find a quiet space without interruptions or background noise. Use headphones with a microphone if necessary.
- Have a plain background, avoid backlight from bright windows. Use a virtual background if you like and your surrounds allow the virtual background to work well.
- Adjust your camera to be around eye-level if possible. Take note of the angle of your laptop screen if using the built-in camera.
- When speaking, look at your webcam, not the screen.
- Call on attendees by name and give ample time for response. Try not to ask open-ended questions addressed to a large group, as this often invites multiple people to all start talking at once.
- When sharing your screen, make sure to close all unnecessary software. Take special care to ensure anything you want to remain private is not open or visible.
- Share housekeeping details at the start of the meeting.
    - Remind them to mute themselves when not speaking.
    - Let them know if you will be checking the chat window.
    - You may have to remind them to unmute themselves and speak up.
- Record the meeting if necessary and share the link to the recording when done.
- If you haven't used Zoom before or are using a new device for the first time, download Zoom prior to the meeting and familiarize yourself with any features you may need to use (mute/unmute, start/stop video, screenshare, etc.).