

BEST PRACTICES FOR ZOOM PRESENTERS

Useful Tips for a Successful Presentation



CONNECTING TO ZOOM

- Use the link that was sent to you in the meeting invitation. *This link is just for you as a presenter*
- If connecting by phone, follow the prompts on screen after joining the webinar
- Join the webinar at least 10 minutes early to ensure you are ready for the scheduled Live Broadcast time
- Close all other windows and applications, especially email programs



LOOKING YOUR BEST

- Make sure you are in a well-lit area
- Put your camera at face level relatively close to you. *Use a stand, or stack of books if you are using a laptop camera*
- Explore Zoom setup options in the Zoom client tool. *Select 'Settings' and consider using a virtual background, or 'Touch up my appearance' under 'Video'*
- Look directly at your camera while speaking, your attendees will feel much more included in the conversation



SOUNDING YOUR BEST

If you have a sufficient Internet connection, you will get the best quality audio by selecting 'use my computer' for audio

- Make sure you are in a quiet area
- Use a pair of ear buds (any that work with your computer's input) along with your computer microphone. *If you cannot be in a quiet area, consider a headset with a microphone*
- Reserve using the dial-in number for times when you do not have easy access to a computer or you have low quality Internet access



TIPS AND TRICKS

For additional tips and tricks about using the Zoom Webinar or Meeting platform please use the links below!

[Check out Zoom's full list of hot keys and keyboard shortcuts.](#)

[Learn about Screen sharing a PowerPoint presentation.](#)

[Watch recorded Zoom Trainings to get familiar with the platform.](#)