

Are you ready for YOUR closeup?

“Zoombie to Virtuoso”

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Quiet on the Set!!

- Find the balance. If the background is too busy, it will be distracting for viewers
- Keep pets out of production room
- Ensure a stable internet connection – restart computer
- <https://www.speedtest.net/>
- Mute your smartphone and unplug landline
- Avoid distractions!!!





Lights!

- Proper lighting is essential
 - Face lighting is more important than the background
 - Natural light might add ambience but remember to draw the blinds to avoid sharp lines, shadows and reflections!
 - Consider purchasing a ring light



Camera!!!

- Clothing
 - Avoid small patterns and green
- Camera Placement/Camera Framing
 - Eye level – look “at” camera to engage others, not up, down, sideways; be in the center of the shot
- Computer/Device Placement
- Custom Backgrounds/Virtual





- “Talk like Ted”
 - Speaker Etiquette
 - Count to 2
- Assume your microphone is **on** when you enter the meeting
- Focus on content, delivery and experience vs. full attention on the technology
- Coping with personal quirks
- Engagement options (Q&A, live chat)

Zoom Help Center > Getting Started > Training

Getting Started
Audio, Video, Sharing
Meetings & Webinars
Zoom Phone
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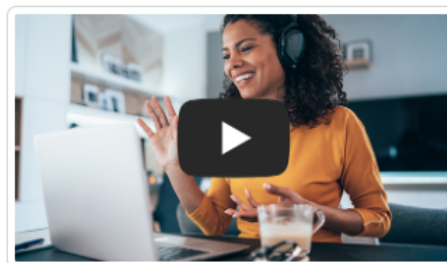
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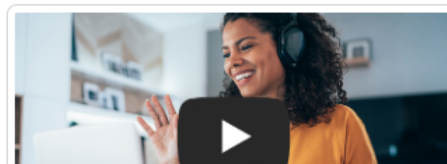
Click the sections below to view video tutorials for Zoom. You can also [register for upcoming live training](#) or [access recent recordings](#).

Zoom Meetings and Webinars



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Upgrade / update to the latest version

New updates for Windows

There are two download types:

Manual: Ad-hoc download with minor enhancements and/or minor bug fixes. Download from the [Download Center](#) or when instructed by our Support team.

Prompted: Important download with useful feature enhancements and/or critical bug fixes. It will download automatically or prompt the user to download when there is no meeting in-progress.

Other Platform Updates: [Zoom Rooms](#), [Mac](#), [iOS](#), [Android](#), [Linux](#), and [Web](#)

Upcoming Release

Details about upcoming releases will be posted as they become available.

March 1, 2021 version 5.5.4 (13142.0301)

Settings

General

Video

Audio

Share Screen

Phone

Chat

Background & Filters

Recording

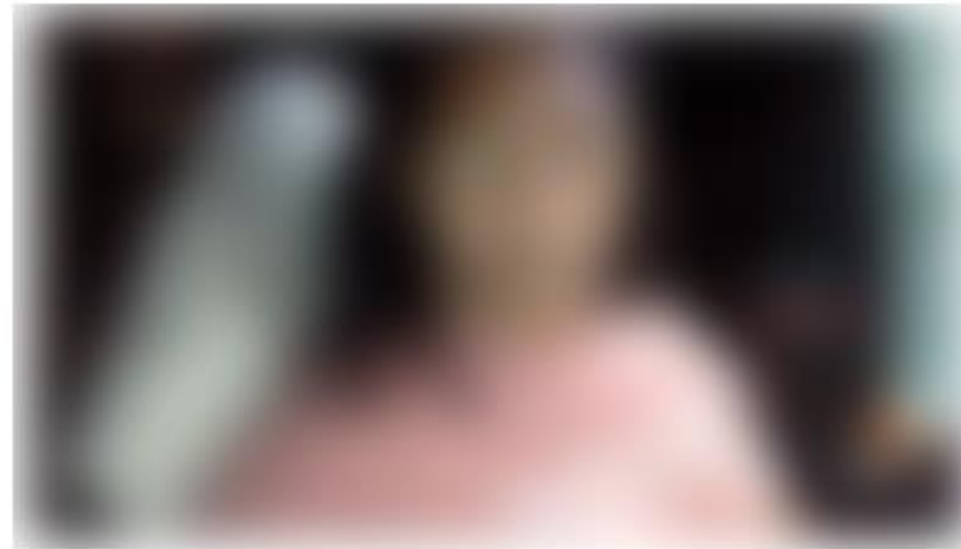
Profile

Statistics

Feedback

Keyboard Shortcuts

Accessibility



Camera:

FaceTime HD Camera

☒ 16:9 (Widescreen) ☐ Original ratio

My Video:

☐ Enable HD

☐ Mirror my video

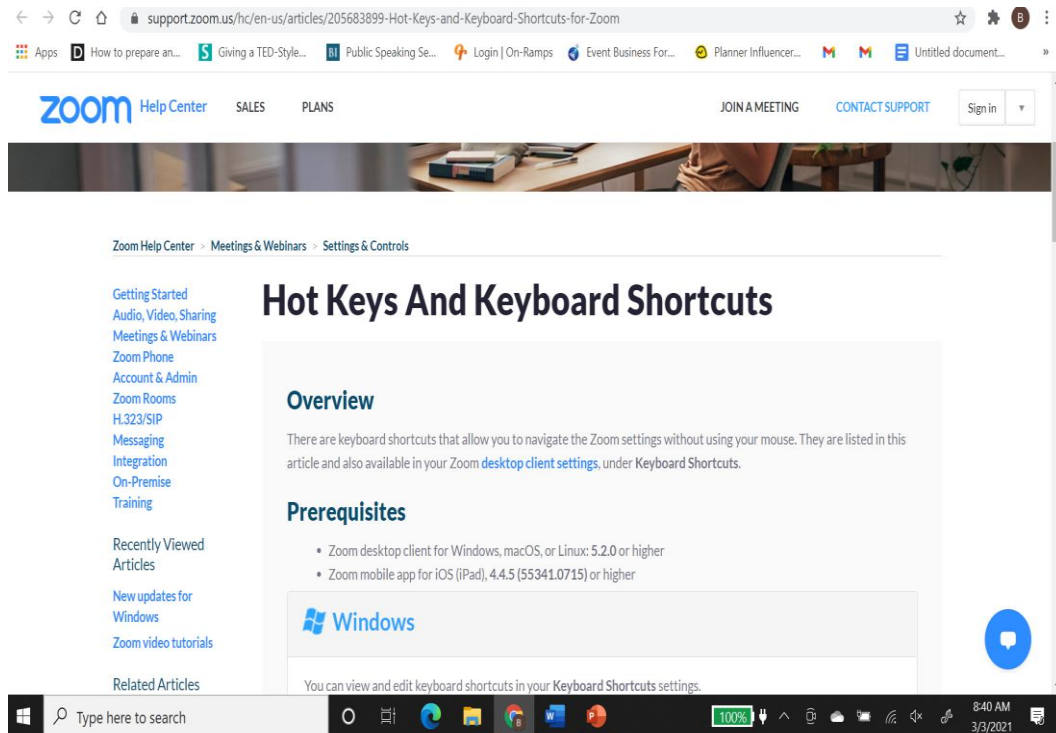
☒ Touch up my appearance

☐ Adjust for low light



☐ Always display participant name on their videos

Quick Zoom Hacks





- Space bar – mute/unmute
- Hide non-video participants:
Settings/video/Meetings – hide non video participants

Connect and Engage

- The 15 Minute Rule: The human brain can maintain “attention” for 7 minutes....trying to mix things up after 15!
- Chat Box - your best friend! (If used wisely!)
- Create polls.....seriously, do a poll!
- Introductions/Icebreaker (To do or not to do)
- Breakout Rooms – random or pre-assigned

- To pre-assign participants that are external Zoom users, [import a CSV file](#).
- Up to 200 participants can be pre-assigned to breakout rooms.
- If you [scheduled recurring meetings](#), the pre-assigned breakout rooms will only work if it's applied to all meetings in the recurrence. You can't edit a single meeting in the recurrence and apply a unique pre-assignment.
- You can't pre-assign Zoom Rooms. You can only [assign Zoom Rooms to breakout rooms](#) during the meeting.

Pre-Assigning Participants To Breakout Rooms Using The Web Portal

1. Sign in to the Zoom web portal.
2. Click [Meetings](#) and [schedule a meeting](#).
3. In the **Meeting Options** section, select **Breakout Room pre-assign** and click **Create Rooms**.
4. Click the plus button beside **Rooms** to add breakout rooms.

5. Hover over the default breakout room name and click the pencil button to rename it.

6. In the **Add participants** text box, search for participants' name or email address to add them to the breakout room.
Note: You can add internal Zoom users that are in the same account. To pre-assign participants that are external Zoom users, [import a CSV file](#).
7. (Optional) Use these options to edit your breakout rooms and participants:
 - Click and drag a participant's email address to change the order.
 - Hover over a participant's name to see options to move them to another room or remove them from the current room.





Creative Engagement

- Cameo (Low budget – high impact)
- Waiting Room or Break Music
- Creative Coffee Break – ask participants what is their guilty pleasure on Zoom calls?
- High Octane Host – be excited/use names/blow up the chat room!

Pitfall Avoidance

- Video on or off?
- Make a joke at the beginning – “would you do this if we were in person?”
- Heavy Talkers – how to use the chat box/raise your hand as a tool
- Practice, practice, practice
- Tech checks, backup plan

7 WAYS TO COMBAT ZOOM FATIGUE

1. Don't multitask during calls.
2. Use speaker view.
3. Turn your video off.
4. Try a conference call instead.
5. Take breaks.
6. Avoid scheduling back-to-back meetings.
7. Make sure your "work" space feels different than your "relaxing" space.



Questions and Chat!

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