

5 TIPS FOR USING ZOOM SETTINGS & CONTROLS

BEFORE CLASS, FAMILIARIZE
YOURSELF WITH THESE FEATURES:

1. Test your audio & video before each session. Always look directly at your webcam — not your monitor screen.
2. Mute participants' microphones to eliminate background noise. Unmute as needed.
3. Determine ahead of time whether to record the session to post on your learning management system (LMS).
4. Enable a Zoom waiting room to control who can join.
5. Require a password for anyone who will be in attendance to prevent "Zoombombing."

Note: If a Zoombomber disrupts your meeting, report it to Zoom with "Zoombombing" as the subject. Include the date, time, meeting ID, and any other relevant information.