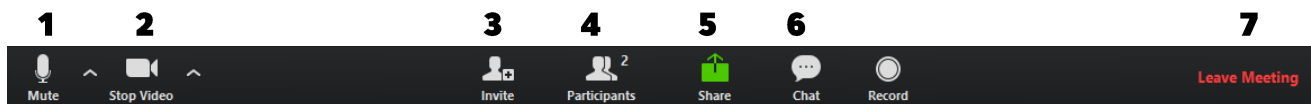


Zoom Tips & Best Practices for Students

- Try to use Zoom in a quiet environment where you will not disturb others or be disturbed during the meeting. Be prepared and aware – avoid distractions and be mindful of your appearance and environment. Remember, you may be presenting yourself to others by video.
- Join your meeting early to allow time to test your audio and video, and make sure it is working and set up properly.
- Use headphones or earbuds with a mic if possible to avoid background noise
- You may need to keep yourself muted when not speaking to avoid feedback and other external noise from interrupting the meeting. On Windows, the **Alt+A** keyboard shortcut (**Command(⌘)+Shift+A** on Mac) allows you to mute/unmute your audio.
- Using a camera for video is optional. Communicate with your instructor on what will be required.
- Using the Zoom menu bar:



Once you have joined a Zoom meeting, use the menu bar to:

1. Mute/unmute audio
2. Start/stop video camera
3. Invite people to join the meeting
4. See a list of participants
5. Share/stop sharing your screen, desktop, or certain documents or applications
6. Chat with meeting participants
7. Leave the meeting

- Technical difficulties? Questions?

Please contact the Help Desk: <https://servicedesk.vsc.edu>

For best results it is recommend to use a tablet or a desktop/laptop.

Review system requirements at: <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PCMac-and-Linux>