

Tips on How to do Zoom Meetings like a Pro

I created a dos and don'ts list focusing specifically on the visuals, broken up into different topics.

1. Check your settings when you join your meetings
 - We pre-set global settings for video and mic to be muted when joining a meeting
 - Always mute your microphone if you are not speaking - this eliminates unwanted surprises and noise distractions to a minimum
2. Check your room environment
 - Have proper lighting - A desk lamp and a white wall behind you provides a proper lighting environment
 - You can sit facing a window for natural light; it is best to not have windows behind you
 - Make sure the background is not distracting - people walking behind you all the time or a cluttered area
 - You can use an appropriate virtual background for external meeting when your background may not be suitable due to the above reasons
3. Keep personal distractions to a minimum
 - Turn off any notifications which may go off during a meeting
 - Refrain from reading e-mails or your second monitor screen
 - Clear off your desk to stay focused - don't want to look distracted
4. Take simple steps to look your best
 - Click on touch up my appearance in your personal settings - it creates a soft focus that smooths out blemishes
 - Set the camera just a bit above your eye level to work your best angles
 - Set your monitor or laptop about arms length from your body
 - Set your head to be about 2" from the top of the screen and centered
 - Make yourself look presentable; remember you are showing a close up of our face and shoulder area
 - Create a comfortable temperature in your environment - you don't want to look like you are freezing or sweating
5. During the meeting
 - Look at the camera while you speak and even when listening and not at your second monitor or all over the place
 - Keep playing with your hair, touching your face, scratching your nose, etc. to a minimum
 - Dress appropriate for your business call – no big hoodies, etc.

Prior to any important meeting, start a new session to check your environment and how you look when you are just yourself. If you don't like how you look or your environment, make any necessary changes before the official meeting starts.