



DEALERSHIP

W E E K L Y I N F O R M A T I O N N E T W O R K

Zoom Best Practices

1. Sit close to the screen. Your face should fill most of it.
2. Use an external microphone or headset. Regardless of how you're amplified, remember that the microphone is only a foot away, which means you don't have to strain or raise your voice.
3. When you're not talking, hit mute. If you're on mute, press and hold the space bar and you can be heard.
4. Don't eat during the meeting.
5. When you're on mute during an audio call, you can do whatever you want. But when you're on mute on a video call, you need to act like you're truly engaged. Nod your head. Focus on the screen. Don't get up and feed your dog.
6. Don't sit with the window behind you, this makes you very dark and hard to see. A little effort on lighting goes a very long way.
7. When you're talking, spend some time looking at the camera, not the screen. You'll appear more earnest and honest this way.
8. When you're talking, go slow. No one is going to steal your slot.
9. Don't walk if you're using a phone. And if you're using a laptop, don't put it on your lap.
10. Please (!) do not use an animated background. Do not use a funny one either. If we're noticing your background, you're doing it wrong.