Best Practices for Zoom Meeting Attendees

Zoom ‘Best Practices’

- Be sure the computer or device you are using to connect to the session has a webcam, microphone, and speakers connected to it.
  (It is helpful to have a headset with a mic.)
- Connect with a reliable high-speed Internet connection, using a hard-wired connection if available.*
- Choose a location that is quiet with little background noise and no other people around to distract you.
- Do not sit in front of a window or bright source of light.
- When joining a meeting via a link, please download and install the Zoom App if prompted.
- If you have never signed into Zoom, please do so. See Getting Started in Zoom for step by step instructions.
- When you join the session you will see the following window after the Zoom application is launched:

  ![Zoom Window]

  - Click the link to test that the correct microphone and speakers are selected and that both are working properly.
  - You can then click to ‘Join Audio Conference by Computer.’
  - Once you’ve joined a Zoom session, move your mouse over the lower edge of the window to check whether your microphone is open or muted. Your mic needs to be open when talking, but if you are not actively speaking you may want to consider muting your mic if you anticipate background noise. (Click the microphone icon to mute or unmute as needed. Use space bar on keyboard to temporarily unmute while talking.)

  ![Zoom Microphone Options]

  - If you are connecting using a Lehigh wifi connection, please be sure to use the regular ‘Lehigh’ network, not ‘Lehigh-guest.’