Best Practices for Zoom Meetings

Be Prompt

Log in early in order to be on time to each Zoom session.

Be Respectful

Show respect to peers and instructors by being actively engaged in each lesson.

Be Flexible

Be patient and flexible with changes and technical difficulties.

Reduce Distractions

Connect from a quiet, distraction free space, and put away unnecessary technology.

Do *not* Multitask

Avoid engaging in other tasks during Zoom sessions. Be present and engaged.

Close Email

Avoid responding to email during Zoom sessions unless it's an emergency.

Technical Considerations

Use Your Camera

Whenever possible, turn on your video camera to actively engage with other participants.

Do *not* Backlight

Avoid backlighting when possible: Use front-facing light and avoid having a window behind you.

Use a Headset

For improved audio quality, a headset is a good choice to consider.

Self-mute

When not actively speaking, mute yourself to avoid background noise.

Learn how to stand out in a virtual interview

🧭 https://go.osu.edu/onlineinterviewtips