VIDEO CONFERENCING BEST PRACTICES: DO's AND DON'Ts
*We want to ensure you have a great experience.*

BEFORE THE MEETING

✔ **DO** join classes on time. Don't get caught fumbling your way into the class.
✔ **DO** use your real name to facilitate communication.
✔ **DO** set up your devices prior to the meeting (speakers, microphone, and camera).
✔ **DO** test your connection by going to https://zoom.us/test.
✔ **DO** minimize distractions. Close other computer programs and browser tabs. Be in a quiet place.
✔ **DO** consider your impression. Dress appropriately and select a suitable background.
   Ensure you have good camera angle and adequate lighting.

DURING THE MEETING

✔ **DO** use wired internet (if available) instead of wireless
   for best connection.
✔ **DO** use headsets or earphones to avoid echo. *Help a friend*
   as well! If you hear your own voice echoing, it's not you, it
   may be other attendees. Kindly inform them or the professor
   to mute their mic when not speaking to have a smooth Zoom experience.
✔ **DO** mute yourself when not speaking. Coughs and keyboard clicks are
✔ louder than you think.
   DO engage with your camera when possible. Use the chat for questions
   and comments. Raise your hand to ask questions or share insights.
   Utilize Zoom's reaction buttons.
✗ **DON'T** introduce multiple audio sources into your call. There is no need
   to dial in by phone too, if you have a mic and speaker on your computer.
✗ **DON'T** use external speakers. They can cause echo.
✗ **DON'T** use the speakerphone on mobile devices. Not all devices have
   built-in echo cancellation. It can result in a poor audio experience.

Best

Good → Best
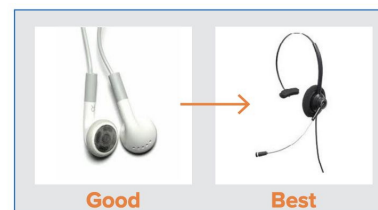
KEYBOARD SHORTCUTS

Scan the code to learn about
Zoom's keyboard shortcuts

AFTER THE MEETING

✔ **DO** provide constructive feedback to improve the class.
✔ **DO** communicate with the professor and the Technology Services team for any concerns or questions.
   Do report any disruptions or unwanted behavior.
✔ **DO** respect GSOT's and the professor's recording and downloading policies.
✗ **DON'T** share meetings links and passwords to people outside of GSOT.

GETTING HELP:

✔ Visit support.zoom.us for training videos, guides, and FAQ. Contact
✔ Grace Technology Services Support at support@gsot.edu.