SJSU | **eCAMPUS**

Zoom Tips for Students

Video meetings in a professional setting is a new experience for many people. Here are some tips to help you look (and feel) like the most impressive Zoomer in the room.

Mute Your Microphone

To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking. (And, remember to turn it on when you do speak...)

Limit Distractions/ Avoid Multi-Tasking

Make it easier to focus on the meeting by turning off notifications, closing or minimizing running apps, and putting your smartphone away.
You will retain the class material significantly better if you refrain from emails or text messages during the class.

Avoid Eating Food/ Chewing Gum

Everyone will watch you eat. Remember, when on-camera, other activities such as eating and drinking are much more noticeable and extremely distracting.
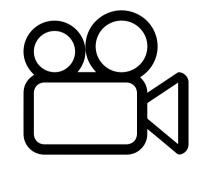
Prepare Materials in Advance

If you will share content during the meeting, make sure you have the files and/or links ready to go before the meeting begins. No one likes 'technical' delays. A practice run will help.

Be Mindful of Background Noise & Distractions

To help keep background noise to a minimum, mute your microphone when you are not speaking. (And, remember to turn it on when you do speak....)

Dress Properly

Practice being professional. Dress for school/success. There is never an excuse to be sloppy, in your pajamas/bathrobe, or under the bed covers.

Turn On Your Video (optional)

Visual feedback is important. Seeing other people's faces builds empathy and trust, encourages body language expression, and prevents feelings of isolation. Be yourself. Move physically and make facial expressions.

Position Your Camera Properly

Create a more direct sense of engagement with others. Getting a clear video is like taking a good selfie. Position yourself about arm's length from the webcam with roughly equal space around your face. Hold your head high in the picture frame. Maintain eye contact with the camera. It conveys confidence.