



## MVC4L Zoom Use Tips

Lighting should come from in front of you or from the side. If you sit in front of a window, with the camera pointed at the window, you will be in shadow.

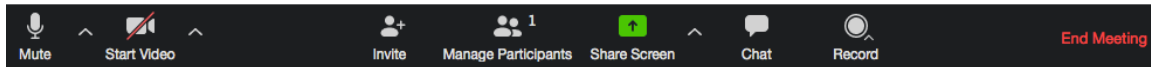
Keep your background free of distractions

Look at your webcam, not at the screen

Use the gestures and mannerisms that you would use in person

### **Know the controls on your screen**

At the bottom of your screen, you should see the control bar. If not, move cursor on the screen and it will appear.



**Mute/UnMute:** You can turn your microphone on and off. If you have a red line through the mic it will read, unmute meaning you are currently muted.

**It is very helpful to all if participants are muted at all times except when someone needs to speak.** We also recommend that wearing headphones to hear the meeting as your microphone can pick up sound from your speakers and create feedback. It can be a high-pitched noise

Don't have side conversations

Avoid noisy activities like typing, tapping your feet, moving papers while your microphone is on.

**Start Video/End Video:** This turns your computer's camera on or off. If you don't have a webcam, others will only see a generic icon representing you on the screen. But you can still participate through audio. You will need to hit start video in order for others to see you.

**Invite:** This allows you or the host to invite others to participate

**Share:** this allows the host or you to share what is on your screen. It gives you or the other applications open on your computer. The host may shut this off for participants.

**Chat:** This allows you to type a message either to the entire group or privately to an individual by clicking the recipient under "To" in the message box.