



## Zoom Tips & Tricks

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- Check to make sure you have the most up to date [version](#) of the zoom platform
- Avoid wearing stripes
- Avoid wearing black
- Talk to one person
- Look at the camera-not the screen
- Move the bar of video participants to the top of screen if you must see them while you talk
- Eat a snack before hand and have water readily available
- Keep your background neat & tidy (virtual backgrounds are OK if you have a stable internet connection)
- Be in a well lit space, watch out for direct sunlight and shadows
- Test audio & video before you start
- Plug in your laptop
- Adjust camera height to ensure your face is center of the screen
- Close all open applications on your computer-including email and chat pop up notifications
- Present from a quiet room and remove distractions
- Keep notes nearby and in the right place so your focus does not shift from the main screen
- Put video in google slides to compress video, reduces jumping
- Connect to internet via [ethernet](#) cable if possible
- Have a good quality [microphone](#) if possible
- Have good quality [lighting](#) in front of face- not behind you
- Restart your computer, empty trash can and remove files from desktop that are not essential
- Keep in mind, research shows that participants lose focus after 8 min of watching someone speak on screen. Add slides, polls, infographics, and take questions when possible to keep audience engaged
- Have fun!

If you need Event services to provide any of these helpful items prior your zoom appearance please reach us at [eventservices@berkeley.edu](mailto:eventservices@berkeley.edu) for more information