



zoom - PGDC QUICKSTART GUIDE

QUICK LINKS

[ZOOM Help Centre](#) | [ZOOM Getting Started](#) | [VIDEO – Configuring Audio & Video](#)

Best Practices for ZOOM

1. Prepare for the meeting
 - i. Set Up and Test your equipment and internet connection.
 - ii. Ensure your camera is on a steady surface to prevent shaking or bouncing around.
 - iii. Test your microphone to ensure it is close enough to clearly pick up your voice.
 - iv. Turn off any unnecessary tabs in your browser and turn off notifications such as incoming email.
 - v. Check your lighting and to a quick check of your background to ensure you can be clearly seen.
2. Familiarize yourself with the all the key controls for Zoom which can be found on the toolbar at the bottom of your screen (remember to click on the little up arrow for more options on the Mute and Video buttons):
3. MUTE (**PLEASE!**) – It is considered good form (and less annoying for others in the meeting when you are shuffling papers on your desk or enjoying a snack during the meeting) to mute your audio when you are not speaking during the meeting! The mute button can be found on the far left of the toolbar.



4. During the Meeting
 - i. Avoid side conversations
 - ii. Mute your microphone when you are not talking (see point #2).
 - iii. When speaking say your name before you begin speaking.
 - iv. If you have to leave the meeting turn off your camera until you are ready to rejoin the meeting.
 - v. Use the Reactions button to “raise your hand” to gain recognition from the Zoom Host.

ZOOM Shortcuts

Zoom has a number of shortcuts you can enable (Mac shortcuts in parenthesis and bolded):

• Mute or unmute audio: <i>Alt + A (Command + Shift + A)</i>	• Raise or lower hand: <i>Alt + Y (Option + Y)</i>
• Switch camera: <i>Alt + N (Command + Shift + N)</i>	• Pause or resume screen sharing: <i>Alt + T (Command + Shift + T)</i>
• Start or stop video: <i>Alt + V (Command + Shift + V)</i>	• Pause or resume screen recording: <i>Alt + P (Command + Shift + P)</i>
• Open the invite window: <i>Alt + I (Command + I)</i>	• Start recording a meeting: <i>Alt + R (Command + Shift + R)</i>
• Mute the entire group: <i>Alt + M (Command + Control + M)</i>	