

BEFORE THE MEETING

If possible, use the **desktop app**.

Clean up your room/workstation or use **a virtual background**.



Always save the first few minutes of the meeting for **a technical intro** (people joining, audio issues, connection issues) - **don't start the meeting with really important information**, because some people may miss it. It's a good practice to greet the participants who joined early/on time so they know that you're not ignoring them, you can use this time for a „virtual coffee break“.

Practice giving co-host rights to colleagues.

Before giving a presentation on Zoom, practice screen sharing the presentation view (note: it's not the same as sharing the Powerpoint window).

Always check the set up (mic & camera) before a meeting.



A good idea is to have an **image** ready with the text „If you can't hear us, click [join with audio] to adjust your sound settings“ and show it (via screensharing) at the beginning of the meeting. This is more visible to new users of Zoom than a chat message. **Log into the meeting 15-20 minutes before it starts**. This way you can meet and greet participants of the meeting as they come in.

DURING THE MEETING

Use the [mute all] function - participants can unmute themselves if they want to speak.

You can turn off the videos of selected participants by clicking on their name on the list.

Recording - **be mindful of GDPR!** Record meetings only when needed and inform your participants before starting the recording. You can save the recording on your computer or in the cloud (that way it will be downloadable by anyone in CRS who has access to the account).

Requesting joining with video from participants could be helpful to facilitate the meeting (seeing faces). Don't assume that the video is always off.

Don't end meetings abruptly - announce that the meeting is ended, say your goodbyes, but don't close the meeting until most participants leave.

Be mindful of the [remove participant] option. If you remove someone, they will not be able to re-join the meeting.

TEMPLATES FOR ZOOM SETTINGS

Morning meeting — password, no waiting room, start without host, sharing screen enabled

HR (interview) — waiting room, all participants should have cam on

Project meeting — password, no waiting room, start without host, all participants muted at the beginning, sharing screen enabled

Webinar — no waiting room, start without host, all participants muted at the beginning, cam off for participants other than host, sharing screen enabled, (alternative addition: polls), recording