



Zoom Best Practices

Scheduling the Meeting (For Hosts Only)

- Use a <https://clemsonteam.zoom.us> account instead of a <https://zoom.us> account. (Log out of **zoom.us** then login to **clemsonteam.zoom.us** to get a Clemson account.)
- Use Canvas to schedule meetings, when possible. When not possible, use the “Require meeting password” feature.
- Set “Video” for “Participants” to “Off” so participants will enter the meeting with cameras off. They will then have to turn on their cameras to show their video.
- Leave “Mute participants upon entry” turned on so participants will enter the meeting muted. They will then have to unmute themselves to share audio.
- Leave “Enable join before host” feature turned off.
- Set “Meeting ID” to “Generate Automatically” or turn off “Use Personal Meeting ID.”
- Consider turning on “Enable Waiting Room.” ([More about Waiting Rooms](#))
- Distribute meeting information via Canvas Announcements, Canvas Page, or email.
 - If using email, double check the “To:” field before sending.
 - Do not use social media, public calendars, or public websites (no password required to access) to distribute meeting information or meeting passwords.
- Add information about [keyboard shortcuts](#) to your meeting information.
- Distribute meeting passwords via Canvas Announcements, Canvas Page, or email around 15 minutes before the meeting is scheduled to start.
- Consider sending participants a copy of all files prior to the meeting to ensure access regardless of internet bandwidth. [Please make sure the files are accessible.](#)

Joining the Meeting (For Everyone)

- Begin preparing to join a meeting at least 15 minutes in advance, when possible.
- Find a distraction free, quiet place to join the meeting from.
- Plug your device in and use a wired (ethernet) internet connection, when possible.
- Use an external, wired microphone (preferably a USB headset microphone) as able.
- Use your device’s camera app to check that your background is appropriate and distraction free prior to the meeting.
- [Make sure Zoom uses the desired microphone, speaker, and camera.](#)
- Close all unrelated programs and stop as many running in the background programs (example: OneDrive sync) as possible to ensure a more stable meeting connection.
 - Restarting your computer may help achieve this goal.



During the Meeting (For Hosts/Co-Hosts Only)

- Use the Desktop version of Zoom when possible (it has the most capabilities).
- Pause or Turn off desktop notifications before sharing your screen.
- Share communication expectations and instructions near the beginning of the meeting (how to use Chat, how to use microphone, how to raise hand, etc.).
- When all attendees arrive, consider locking your meeting:
Open “Manage Participants,” click “More,” select “Lock meeting.”
- If uninvited persons join your meeting, remove them:
Open “Manage Participants,” hover on their name, click “More,” select “Remove.”
- To manage unruliness in a meeting, consider using the following features.
 - **Mute all participants:** Open “Manage Participants” then click “Mute All.”
 - **Host-only Screen Sharing:** Click the arrow next to the “Share Screen” button, select “Advanced sharing options,” set “Who can share?” to “Only Host.” Elevating a Participant to Co-host should allow that person to share their screen.
 - **Host-only Annotations:** Click “Share Screen,” choose something to share, open the “More” menu, select “Disable participants annotation.”
 - **Disabled private chats:** Open “Chat,” click the “...” (More) button, adjust the “Participants can chat with” setting appropriately.
- See [Zoom’s other tips for handling uninvited guests and improving security](#).
- If using polls, use an accessible third party polling tool instead of Zoom’s Polling.
- Use Zoom’s Cloud Recording feature when you want to record a meeting.

During the Meeting (For Everyone)

- Speak slowly and clearly. If the meeting is recording to the Cloud, this can help Zoom’s autocaptioning feature be more accurate.
- Verbally describe purely visual, on screen content (especially if using the Whiteboard feature) and avoid vague descriptions like “take this and move it here.”
- When speaking, try to get in the habit of saying “This is [your name]” before saying what you want to say.

After the Meeting (For Hosts Only)

- Consider sending participants a copy of the Chat.
- Consider sharing directions on how to access meeting recordings.