



UNIVERSITY *of*
WEST FLORIDA

Tips for Using Zoom

Industry Mentoring in STEM Program
Hal Marcus College of Science and Engineering

Before Your Zoom Meeting:

- Familiarize yourself with the Zoom software before the meeting. Do a test run of your audio and video to ensure you have a strong Wi-Fi connection.
- Choose an area that has good lighting and is clean and quiet. Do not position your back to a window -- you want your face to be easily seen.
- Make sure to utilize a virtual background if your workspace does not have a clean background.



Before Your Zoom Meeting:

- Choose appropriate clothing for the meeting. Usually bright, solid colors are best.
- When using a web camera, place it at eye level in a secure position. This will allow you to engage with fellow attendees in a more meaningful and direct way.



- When utilizing video, look directly into the camera and maintain good posture - no slouching.
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Zoom Helpful Hints

- You can Unmute and Mute yourself by clicking on the lower left-hand mute symbol.
 - *Shortcut:* You can press the **spacebar** to unmute yourself for PC users. For MAC users, hit Command + Shift + A.
 - Prevent uncomfortable situations by monitoring your microphone, screen sharing, and video settings.
 - Please be sure to only run Zoom on your computer.
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Zoom Shortcut Reference

If you use Zoom more than once a week, there are a couple of keyboard shortcuts worth learning to save you oodles of time.

I is for invite. Press Cmd+I (macOS) or Alt+I (Windows) to jump to the Invite window, where you can grab the link to the meeting or send invitations to others via email.

M is for mute. Press Cmd+Ctrl+M (macOS) or Alt+M (Windows) when you are the meeting host and want to mute everyone else on the line.

S is for share. Press Cmd+Shift+S (macOS) or Alt+Shift+S (Windows) to share your screen.

Others:

- Alt+V: Start/stop video.
 - Alt+R: Start/stop local recording
 - Alt+C: Start/stop cloud recording
 - Alt+P: Pause or resume recording
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Additional Resources:

- [Use Zoom like a pro: 20 tips and tricks to make your video calls run smoother](#) (*From cnet.com*)
 - [8 Tips for How to Use Zoom Like a Pro](#) (*From nytimes.com*)
 - [18 Do's and Don'ts of Zoom \[Zoom Tips & Tricks to Zoom Like a Pro\]](#) (*from Dispatch.com*)
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