

# Setting up Virtual Meetings Using Zoom

## What you need

- Download the Zoom application: <https://zoom.us/download>
- Computer, Laptop, or phone
- Headphones with a built-in mic (preferably)
- A quiet, well-lit area
- Internet or Wi-Fi access

## Keep your Zoom Meetings Secure

- Do not post your link on any social media channel
- Keep your meeting information private and only share through secured services
- Check your Zoom settings and make sure the following are **OFF**
  - Join before host
  - Annotation
  - Remote Control
  - Allow removed participants to rejoin
  - Use Personal Meeting ID (PMI) when scheduling
- Check your Zoom settings and make sure the following are **ON**
  - Mute participants upon entry
  - Allow host to put attendee on hold
  - Screen sharing, with Host Only selected
- Always require a password
- Lock the meeting once all attendees have joined.
- Additional information can be found at <https://it.cornell.edu/zoom/keep-zoom-meetings-private-and-reduce-odds-zoombombing>

## Electronic Set up

- **Power source:** Connect your computer to a power source rather than running it on battery (streaming depletes batteries very quickly)
- **Internet:** If possible, connect to hard-wired internet rather than Wi-Fi. Don't have other programs running on your computer during the program as this may cause your Zoom connection to lag.
- **Technical Issues:** If your internet connection is spotty or you're facing technical issues, you can call into the meeting with your phone.
- **Audio:** Use headphones with a built-in mic (rather than the built-in mic in your computer) for best results. Make sure your computer audio is not muted.
- **Video:** Turn your camera on, even if you are not 100% happy with your background or/lighting situation. Video is crucial in building trust and engagement in virtual communications.

## Etiquette

- **Attire:** Avoid bright or extremely dark colors, colors too close to your skin tone, or those that blend into your background. Avoid busy patterns, bold or sparkly jewelry as they can be distracting.
- **Direction of attention:** Maintain "eye contact" by looking directly into the camera instead of at the screen or yourself.
- **Camera Position:** For a more "natural" look, position yourself so the camera is seeing you from the chest or waist up, instead of just seeing your face.

- **Posture:** Center your face and try not to move around too much. Sit with your back straight, feet on the ground and arms resting in your lap or on the desk.
- **Actions during meeting:** Avoid eating and multitasking, as it is helpful to keep your movements to a minimum.

### Starting the meeting

- Log in 15-20 minutes in advance to test video and audio/mic
- Turn your camera on
- Turn your computer audio on
- Keep a bottle of water nearby (you'll be doing a lot of talking so you may get thirsty!)

## Hosting Virtual Board Meetings

### Setting Up

- Log on at least 15 minutes before the meeting start time to ensure that audio and video work properly.
- Make sure that you have a proper display (i.e. cover page, agenda, a picture of campus, etc.)
- Assign someone to monitor the chat and Q&A so that the Chair, etc. can focus on the meeting.
- If you are recording, set this up prior to the meeting or press the “record” button once in the virtual conference room. If you are not recording, ensure you have a method of recording notes.
- As participants start to enter the virtual conference room, the Zoom manager and/or Chair/Vice Chair will greet them (“Hello, how are you?”.) If participants are joining by phone, ask them to identify themselves so the Zoom manager can rename their phone number in the virtual conference room.

### Starting the meeting

- The Zoom manager or Chair will inform participants that the meeting will be starting soon.
- If you are recording the meeting, state that before you begin.
- Once you’ve reached the start time, the Chair will share Zoom protocols and begin taking attendance/roll call. The chair should ask each person individually to provide a brief introduction. This will guarantee that participants are not speaking over each other.
- Once attendance is finalized, the Chair will introduce the agenda.

### Meeting in Motion

- Mute all phones, or ask people to mute them themselves.
- Determine if you want people to use the Q&A feature or the chat feature to ask questions.
- Provide time alerts to current speaker(s) (i.e. you have 5 minutes).
- Don’t be afraid to ask someone to mute their phones.

### Keep in Mind

- While on Zoom, you will need to speak loud and clear (i.e. talk in the direction of the mic).
- While speaking on Zoom, face and look at the camera.
- Pay attention to the Zoom chat box for any questions, comments, and concerns from your participants.

### Zoom resources

- [Cornell IT Zoom](#)
- [Zoom Resources](#)

- [Zoom FAQ](#)