

## ZOOM BEST PRACTICES

This list provides best practices for working with Zoom. For your convenience, the list is categorized by topics.

### GETTING STARTED

- When using Zoom from a web browser, navigate to [zoom.csub.edu](https://zoom.csub.edu) to sign in
- When using the Zoom application on your computer, make sure you choose the Sign In with SSO option
- Find and Customize your Personal Meeting ID
- Download and install the Outlook Plugin for Zoom for ease of scheduling and sending Zoom meeting invitations
- Use the Add a Calendar feature to see all your meetings in Zoom
- Add your Zoom Personal Meeting ID link or Personal link to your email signature block (If you are using waiting rooms or have disabled join meeting before host)
- Decide on whether to use Waiting Rooms or Breakout Rooms
  - a. If using waiting rooms, be sure to enable this feature

### SCHEDULING SESSIONS

- Use the Add a Calendar feature to integrate Outlook with Zoom for ease of scheduling and sending Zoom meeting invitations
- To prevent uninvited participants from joining your meeting:
  - a. Use the Generate Meeting ID to create a unique meeting id
  - b. Require a password
  - c. Disable join meeting before host or use the waiting room feature

### PARTICIPANT BEST PRACTICES

- Mute your Microphone when joining a meeting
- Use Stop Video Sharing when you don't want to be visible in the meeting
- Use the Space Bar on your keyboard to temporarily unmute yourself
- Use the Chat window to ask questions, if you are muted
- Use the virtual background, if you don't want to stop video and you don't want your personal environment visible.

### HOST BEST PRACTICES

- Make sure all participants have the correct Meeting ID and password (if you are using passwords)
- Mute all participants in your meetings, until you are ready for discussion
- Admit participants to your meeting, if you are using waiting rooms
- Use the Chat window to field questions, while you are presenting
- Use the virtual background, if you don't want to your personal environment visible.



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- Use the Chat or Poll feature to add interactivity, such as an ice breaker, check for understanding, etc, to your meetings or presentations
- Open password-protected applications before sharing your screen so your participants can't see your password

### RECORDING BEST PRACTICES

- Use TechSmith Relay to produce smaller video files when recording lectures
- Use the virtual background when you are sharing your video, if you don't want your personal environment visible.

For more information, please visit [CSUB Zoom](#)