

Conquering Your Zoom Fears - Best Practices for Conducting Safe and Effective Virtual Meetings and Events

Virtual Meeting Options

1. Find the best video chat app with this helpful guide:

<https://lifehacker.com/find-the-best-video-chat-app-with-this-mega-guide-1842732323>

2. HANO member Zoom discount: <https://hano-hawaii.org/zoom/>

Manage Security Checklist

- A. Set up your Zoom Account: <https://zoom.us/signup>
 - a. Create Your Zoom Account
 - i. Visit the Help Center: <https://support.zoom.us/hc/en-us>
 - ii. Review **online** settings: <https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users>
 - iii. Review **Zoom App** settings: <https://support.zoom.us/hc/en-us/articles/201362623>
 - b. Note your Personal Meeting ID and assigned password
 - i. Personal Meeting ID = Your Zoom (phone) number
 - ii. RANDOM ID = Schedule Meeting



Zoom Gems

Settings in App

General – Show Connected Time

Video – Touch up

Audio – Press and hold SPACE key to temporarily unmute yourself

Share Screen – All options OFF or BLANK*

Chat – Push Notifications Only private messages and mentions

Virtual Background – Choose NONE for now*

Recording – All options OFF or BLANK*

*Beginner tips. Once you get experienced, these options may change.

Manage Security Checklist Continued

- B. Before the event – Choose security level:
 - a. Small group, highly trusted
 - i. Allow Join Before Host
 - b. Large group
 - i. Appoint co-host(s) to manage participants – Mute ALL, Manage Chat, answer questions, etc.
 - c. Unknown or less trusted
 - i. Appoint co-host(s) to manage participants and security – monitoring the waiting room or authenticated users lists, ready to mute all and/or remove participants, etc.
 - ii. Double check these are off: Participant Screen Share and File Share. Consider, allow participants to show picture or change name?
- C. During the event – Stay watchful:
 - Use Master Controls; Consider Lock Down
- D. After the event—Debrief and prepare for next time
 - a. Check Zoom regularly for security updates: <https://zoom.us/docs/en-us/privacy-and-security.html>

Begin With the End in Mind Checklist

- A. Set up your Meeting
 - a. **Stop & Think**—What am I trying to accomplish with this meeting (end result), what will success look like?
- B. Before your meeting
 - a. Communicate your meeting purpose to the participants in some written form (email, text, agenda)
- C. During the meeting
 - a. Full-stop and real-time schedule all action items
- D. After the meeting
 - a. Assure “end” was met. Start working on action items.

Put Your Best Foot Forward Checklist

1. “Stage” yourself – look in the background
2. Lighting matters
3. Raise your camera-use headphones so you can see and hear at the same time.
4. Clean your camera lense!
5. Invite trusted group with one click link
6. Wear appropriate clothes (and pants)
7. Be early to the video meeting to care for security
8. Consider noise
9. Know how to mute!
10. Don’t bite off more than you can comfortably handle. Start slowly and build.

Invest a bit of time to learn about Zoom, set up, and PRACTICE:

- Invest 1 (more) hour to learn about Zoom: <https://support.zoom.us/hc/en-us/articles/209743263-Meeting-and-Webinar-Best-Practices-and-Resources>
- Invest 1 more hour – yes that will be 3 hours total—to practice and set up your physical Zoom space

30 minutes practice with a friend or family member to set up meeting, adjust microphone audio and video, etc.

30 minutes create a presentable video space in your home office

Please feel free to contact me:

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