

# Zoom Meeting Strategies

Have a designated study space

Avoid being in your comfort zones. A space designated for your zoom meeting increases both productivity & professionalism.

Be active on meetings

Body language is hard to read from a small screen. Answer questions through the chat box or unmute your microphone.

Download Zoom prior to the meeting

Visit [eCampus](#) to learn more about Zoom and its features. You can experiment Zoom-ing with peers.

Know what is expected of you

Make sure to know what meeting you're going into. Discussion-based meetings may require a camera and a microphone. Ask beforehand if unsure.

Be mindful of your presence

When entering a meeting, check your camera and microphone to see if they are on. Mute your microphone when not talking, and dress appropriately when on camera.

Virtual Presentation

Before presenting, ask instructor for specific expectations (i.e. camera on/off, how much time you have). Check your equipment beforehand.

Reacting / Raising hand

During the meeting, you can use reactions such as thumbs up and clapping. Clicking on participants, you can also have more reaction options.

Extra Tips

Activate virtual background to hide your surroundings.  
Bring a snack/drink, put yourself on mute, and enjoy the lecture.  
Use headphones if you can't avoid noise