



Helpful Zoom Tips For Participants

Below are some Zoom tips to help you look and sound your best.

PREPARE FOR THE MEETING

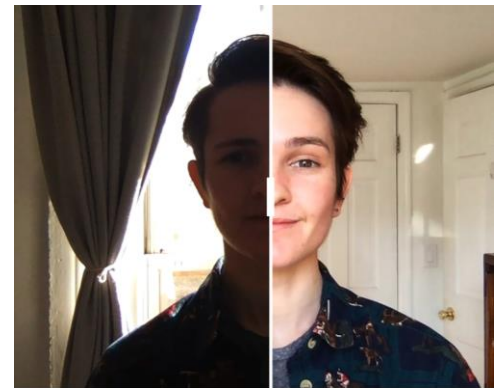
- Download the [Zoom desktop or smart device app](#).
- **Check your internet connection.** If possible, try to plug in directly to your router to maintain a consistent connection throughout the call.
- **Test your audio and video before the call.** Zoom has an option for showing you a preview of your video before the call starts. If you select this option, a video preview will pop up before you enter a call to check how everything looks.

VIDEO

- **Light your face.** Make sure you have good lighting on your face so that we can see you clearly. Avoid having a window or strong light source behind you as it will make you look dark.
- **Place your web camera at eye level.** Ideally, you want the camera to be at eye-level or slightly above you, pointing downward for the most flattering angle. When positioning your camera, try to have your head centered in the shot, without too much room above your head.

Sit or stand somewhere with a neutral background and keep your background clear of distractions.

- **No virtual backgrounds.** Virtual backgrounds can be glitchy and distracting and you might inadvertently become the next viral internet meme, [like this "potato boss"](#).
- **Confirm your screen name.** Let the group know you are present by identifying yourself. Click on "Participants" at the bottom of your Zoom screen. Click "More" beside your participant name or ID, select "Rename", and type in your participant name.



AUDIO

- **Find a quiet place.** Take the call in a space that's relatively quiet, free from loud sounds that could be distracting to your voice.
- **Use headphones.** Using headphones, if possible, will help you hear everyone more clearly vice versa.
- **Mute yourself when you're not talking.** Muting yourself every time someone else is speaking prevents others from hearing any background noises around you.
- **Don't forget to unmute yourself.** Conversely, remember to unmute yourself when you would like to address the group.

BREAKOUT ROOMS

Each meeting, everyone will be assigned to a Breakout Room (Funding, Opportunity, Knowledge, or Support), which will include a work group facilitator and a Rural Center staff member, who will record the session and take notes.

- **Joining your Breakout Room.** All participants will be moved automatically to their Breakout Room based on their work group. Participants will be assigned to the same work group at each meeting.
- **Asking for Help in a Breakout Room.** Breakout room participants can request that the meeting host join their meeting by clicking "Ask for Help".
- **Leaving your Breakout Room.** Participants may return back to the main session at any time. Otherwise, you will receive a 60 second countdown before you will automatically return to the main session at the conclusion of the work group session.