

# Zoom Best Practices for CAMP Fellows

## ZOOM BASICS

*It's important to set the tone for a Zoom meeting. Some helpful ways to do this include*

- Keep your camera on if possible
- Mute your mic when you aren't speaking
- Use the "raise hand" function when you have a question
- Use the Zoom chat for quick questions
- Try not to interrupt your colleagues
- Use the gallery view instead of speaker view in order to see everyone
- If you feel comfortable, use the "rename" function to rename yourself to your preferred name or nickname, and pronouns (ex: "Alex Doe, they/them", or "Jane Doe, she/her")
- Use reactions

## CAMP SPECIFIC NOTES

*Special tips for navigating our COVID-adapted CAMP:*

- All lectures will be recorded so you can focus on the lecture instead of worrying as much about taking notes
- Use the discord to discuss lectures or questions with other students
- Check the Google Classroom for helpful readings

## TIPS AND TUTORIALS:

*Here are some helpful tips for using Zoom functions to assist in your meeting:*

- How to share your screen
- How to use a breakout room
- Tips for using breakout rooms
- How to use polling
- How to record a Zoom meeting