

## Faculty Guide – Best Practices for Hosting Zoom Meetings

This guide provides suggestions for conducting a successful online meeting using Zoom.

### Before Your Meeting

- You and your students should practice joining the [Zoom Meeting Test](#) room a few days before your meeting. Everyone should be able to participate your meeting if they can successfully enter this test meeting room. You and your students should use the same computer and internet connection used in testing during your meeting.
- Use headphones or a headset (*headphones with built-in microphone*)\* when using your computer to join meeting audio. This will help you avoid audio feedback between your microphone and speakers. Please see the [How Do I Join or Test My Computer Audio?](#) Zoom help guide for more information.

*\*Mac laptops and mobile devices have feedback cancellation and may not require headphones or a headset.*

- Setup ample lighting - directly light your face, and avoid sitting with windows or light sources behind you.
- Open any websites or documents that you plan to [share with students during the meeting](#).
- Make sure to invite students to your meeting. You can either create an [instant meeting](#) for impromptu sessions, or [schedule a meeting](#) in advance of your session. The easiest way to invite students is to copy the meeting URL and paste it into an email to your students.
- Encourage students to join your scheduled meetings early to ensure their internet connection and webcam is working.
- Note the [Join by Telephone](#) information for your meeting. This information will be useful if you or your students have any problems joining the meeting using your computer or mobile device.

### During Your Meeting

- Close email, instant messaging, and other programs that may distract you while hosting the meeting.
- If you're holding a meeting with more than a couple students, consider [muting all participants](#) so they don't accidentally disrupt the meeting in progress. Using the default settings, students can then [unmute themselves](#) when needed.
- Encourage students to use the in-meeting chat window to ask questions if you are meeting with more than a few students or if students are having trouble connecting their audio/video.



## Notes

Parts of this document have been adapted from [Georgetown University – University Information Services Zoom FAQ](#)

## Revision History

Version	Date	Description of change	Author
1.0	11/21/16	Initial version	M. Anthony