



# TOP TIPS FOR ZOOM MEETING SETTINGS

## #4

Here we share some top tips for changing the default settings for your Zoom video-conference meetings

### SETTINGS

- **Review the Zoom online tutorials**
  - 1 minute how-to videos are at <http://tiny.cc/pbbbulz>
  - Well worth investing a few minutes watching these!
- **Change your Zoom background**
  - In the desktop app, choose the Home tab & click on the Settings cog
  - Click on "Virtual Background"
  - Click on any of the photos to replace your room with that image... or
  - Upload your own images by clicking on the + icon on the right - like I did above with my shot from the river at Glendalough in Co. Wicklow
- **Change some of the Basic Settings**
  - Turn on "Join before host" so people don't have to wait for you to start the meeting
  - Mute participants on entry so ambient noise is minimised from everyone's surroundings
  - Auto-save chats - great for keeping a record of the chat discussions

**RUN A PRACTICE SESSION!  
FIND A COUPLE OF PEOPLE  
AND DO A DRY RUN WITH  
THEM TO FIGURE OUT HOW IT  
ALL WORKS**

### DELIVERY

- **Turn on as many of the collaboration tools as possible to vary modes of interaction**
  - Chat, polling, nonverbal feedback
- **Start the webinar 10 minutes early**
  - People need a few minutes to get connected and settled
- **Set meeting recording to Cloud**
  - If it's appropriate to record the meeting...
  - This allows you to also get automated transcripts of the whole meeting
- **Turn on "Allow Host to put attendee on hold"**
  - We're increasingly seeing gatecrashers entering non-passworded Zoom meetings. This setting will let you throw them out...
- **Don't share your PMI publicly**
  - Your Personal Meeting ID is effectively an always open Zoom meeting you and others can join at any time
  - Only share your PMI code with trusted contacts
- **Learn some of the useful keyboard shortcuts**
  - These are accessed from the app settings
  - Space bar unmutes you to talk while it's held down
  - Cmd/Ctrl + L toggles portrait and landscape view
- **You can set up a 2nd camera...**
  - ... and switch to it using Shift + Cmd/Ctrl + N
- **Turn Recording on/off**
  - Shift + Cmd/Ctrl + R