

How to Zoom & Best Practices  
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Best Devices in order:

- 1) Zoom works best on a desktop or laptop with a camera and a microphone. Will need to sign up for Zoom for free at [Zoom.us](https://zoom.us)
- 2) Next would be the above combined with a smart phone if no mic/camera
- 3) Tablet/Ipad- will need to download the app from app store
- 4) Smart phone- will need to download the app from app store. Realize you will not be able to see everyone.

Ways to make Zoom work best for you:

- 1) Close down everything running on your device except for Zoom. Yes, even email. Silence your cell phones!!!
- 2) Make sure (if possible) you are the only person using Wifi in your entire house as Zoom needs a lot of Bandwidth to stream without buffering.
- 3) Although not a must, I recommend turning off any Bluetooth devices running in the house as it "could" cause interference.

Get ready beforehand:

- 1) Test your camera and microphone. Find a quiet location with good lighting. It is tempting to put on your lap, but a desk or counter is better so you don't make others motion sick.
- 2) If you have "distractions" for example- lawn people working outside your window, noisy people, barking dogs (you get the point), mute yourself until you need to speak.
- 3) Remember if your camera is on, EVERYONE can see what it sees!!

There is a chat feature on Zoom that lets you type a conversation to the entire group or to one person.