



ATLAS INSTITUTE FOR
VETERANS AND FAMILIES

INSTITUT ATLAS POUR LES
VÉTÉRANS ET LEUR FAMILLE

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Zoom tips and technical considerations

Helpful links

- Test your sound and video settings beforehand: zoom.us/test
- Host and panellist [best practices PDF](#) from Zoom

Setting up your equipment

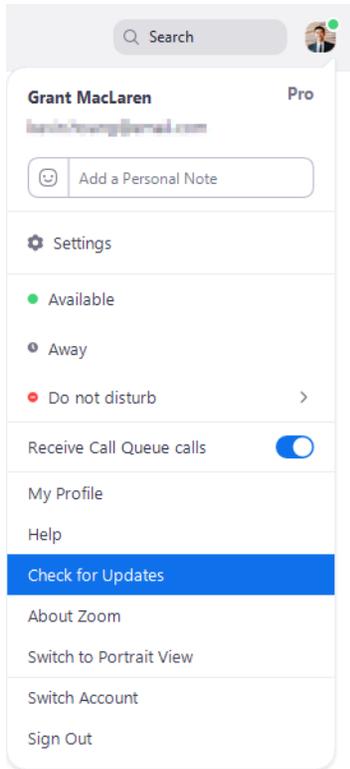
- You can use either a laptop or desktop, and you will need either a built-in camera or a webcam in order to present.
- We will be using Zoom. If you do not have it on your computer already, please download it at zoom.us/download

Update your Zoom software

Ensure that you are running the most up-to-date version of Zoom. Zoom regularly provides new versions of the Zoom desktop client and mobile app for optimal video conferencing experience. Zoom provides a pop-up notification when there is a new mandatory or optional update within 24 hours of logging in. You can also manually update the latest version at zoom.us/download.

If you already have the Zoom desktop client installed, follow these steps to check for updates:

1. Sign into the Zoom desktop client.
2. Click your profile picture.
3. Click “Check for Updates.”



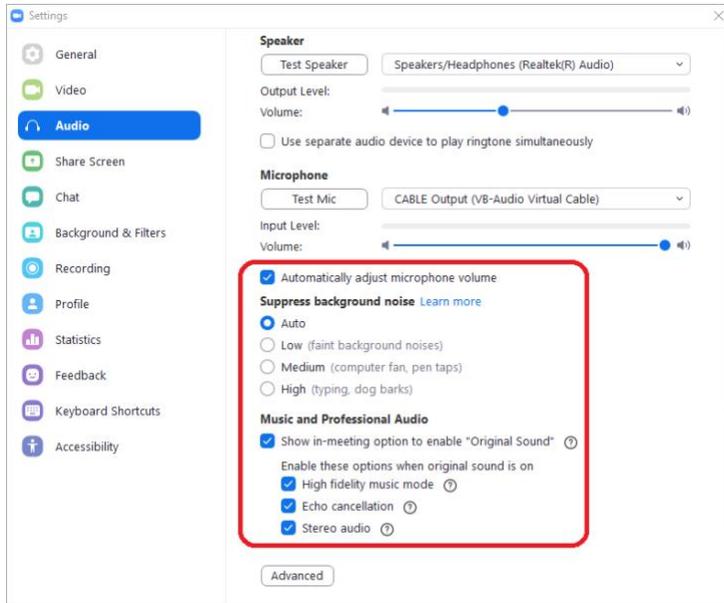
Note: If the desktop client was installed with the MSI installer by you or your IT team, AutoUpdate is disabled by default and the Check for Updates button is also removed. Please contact your IT team or Zoom account admin for help with updating. Visit [Zoom support](#) to more about updating your software.

Video

- Check your light: The best lighting is diffused, from both sides and not overly bright. Two small lamps on either side of your computer, placed slightly behind the camera, is a simple way to achieve effective lighting. Avoid having a window behind you.
- Put your camera at face level (use a stand or a stack of books if you are using a laptop camera).
- Ensure your background is simple (the less distraction the better).
- Position your self-preview window at the top of your screen near your webcam. In this way, you can see yourself and give your viewers the impression that you are looking at them.
- Ensure you look into the camera as much as possible. This helps with connecting with the audience. If you are on a panel or spotlighted with multiple speakers, please continue to look into the camera even when you are not speaking.

Audio

- Make sure you are in a quiet area.
- Turn off your microphone when you are not presenting.
- If at all possible, use a headset with microphone when presenting. This helps ensure that you don't pick up sounds from the room or around you. Let your Atlas contact know if you need a headset.
- Do not have multiple audio sources in close proximity to each other. This can cause an echo.
- Use the "Suppress background noise" and "Music and Professional Audio" options in your Zoom audio settings to reduce background sounds and improve your sound quality.



Charge your laptop and headset

- Ensure your computer/laptop and audio equipment are fully charged before the session.

Don't compete for bandwidth

- Ensure that you are not competing for bandwidth with others in your office/household. It is best to avoid streaming or other heavy Internet use while you are presenting.
- Limit the number of programs that you have open. We recommend having only Zoom and your notes.

Silence the interruptions

- Please turn off your phone or put it on silent mode. Exit any programs on your computer that might generate pop-up notifications during your presentation.
- Let others in your office/household know you are presenting and on screen during your presentation timeframe.