

Tips for Using Zoom

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If you have not downloaded the Zoom app on your Microsoft computer, load “Zoom Client For Meetings” from –

<https://zoom.us/download>

Then you run all Zoom functions from that app on your desktop.

On same place, you can download Zoom Plugin for Microsoft Outlook. It puts a button on your Outlook bar to make a Zoom call instantly or by schedule.

Lighting

Position your laptop or other device so that there are no strong lights or windows in the background. They will cause your face to darken or cause “raccoon eyes.”

If you have a portable light source, put it in front of you to light your face better. If you purchase a small light source, check for 5000-degree Kelvin lighting. Also referred to as “daylight.”

Virtual Background

For a more professional look, use a virtual background to replace the actual background in your home office or other area used for client meetings.

In the app, click on Settings in upper right - Go the Virtual Background setting. Choose a standard one, or download a favorite JPG file for a background. Here are instructions -

<https://support.zoom.us/hc/en-us/articles/210707503#Instructions>

Portrait Mode

The default setting is landscape mode. That puts a lot of space on either side of you. Portrait mode will generally be more pleasing. Here is how to switch -

Switch to Portrait/Landscape View: Alt+L [I have not been able to test this yet.]

Optional Equipment to improve the quality

If you have a better camera or speakers than what is on your computer, you can switch in the app Settings also. Or on the lower left while in a meeting.