

Zoom Guide for Presenting Yourself on Video

Presenting yourself and your material on video in Zoom feels very different from speaking in person to a large audience or small group. The remote setting can feel alienating. Use these simple tips to successfully prepare and conduct yourself in a Zoom meeting and allow your students or audience to see and hear you well and feel connected.



Before the Zoom session

What to do

- Wear solid colored clothing. Preferably, something that makes you feel good about yourself.
- Stay hydrated! Since you will be doing a lot of talking, it's important that you are able to speak with clarity for an extended period of time.
- Think about how you want to verbally introduce and conclude each session.
- Set up your slides in PowerPoint in advance. Put them into "slide show" mode *after* you share your screen.
- Turn off any distracting alerts or notifications on your laptop and set your mobile devices to 'silent.'
- Have a light source that shines on your face.
- Use a headset, earbuds, air pods or headphones for the best audio experience
- Bring your laptop as close as possible to your wireless router so your Internet connection is reliable.

What to avoid

- Don't sit with a window behind you. This will make your face silhouetted and hard to see.
- Don't be hungry! Make sure you've eaten a solid meal beforehand.
- Don't wear loose jewelry with interlocking pieces that could jingle during the session.
- Avoid busy patterns (herringbone, small checkered/paisley prints) in your clothing. This can cause a moiré effect on-camera that is distracting to viewers.
- Don't wear a shirt with a logo or printed words on the front, which distract from your face.

During the Zoom session

What to do

- Look directly into the camera to establish a personal connection with your viewers.
- Put your device's camera at eye level, which creates a more flattering view.
- Use a virtual background if your actual background is cluttered.
- Maintain good posture. Focus on sitting up straight, keeping your shoulders squared, to demonstrate that you are focused and engaged.
- Speak in a conversational tone.
- Be enthusiastic in whatever way that is genuine for you.

What to avoid

- Avoid making broad gestures with your hands, as they may travel out of the video frame.
- Don't swivel or rock in your chair.
- If recording, don't use names of students or others in your session unless confirmed in advance.