ZOOM & PHIL 117

Using Zoom Thoughtfully

1 ## MUTE YOURSELF, PLEASE

Unless you are invited to speak, it's a good idea to mute your microphone by clicking the microphone-shaped icon (red = muted). This way, ambient sounds and noises won't distract others.

2 ## STRATEGIZE VIDEO

Seeing faces will make our synchronous sessions feel much more friendly and comfortable. Just be sure to mute your video by clicking the video camera-shaped icon (red = muted) if you need to leave the computer or make any particularly distracting movements.

3 ## CHAT THOUGHTFULLY

The chat function can be very helpful for queueing questions, expressing adjacent thoughts, etc. Just be aware that your messages are saved in a transcript, and try not to clutter it with *too* much side chat. (And private message individuals if it seems appropriate.)

4 ## USE REACTIONS

Want to express support (applause) or affirmation? To avoid unpleasant noise or overwhelming microphone use, try using the integrated reaction buttons, which will display a small "clap" or "thumbs up" icon on your video. Don't be shy!

5 ## PERSONALIZE

Within your Zoom settings, you can choose your display name and photo (sometimes used in place of your video). This helps classmates (and me!) know what to call you and familiarizes them with your face.

6 ## BE CONCISE

It can be more difficult to interject on Zoom, so try to keep questions/comments concise. Sometimes it takes a moment to formulate ideas, though, and that's fine!

BEYOND NETIQUETTE
Additional Considerations

1 **COMFORT**

Our synchronous sessions last 75 minutes, so get comfortable! You might consider:

1. Sitting at a desk (or similar) to support your laptop or tablet device (if applicable).
2. Choosing a supportive chair.
3. Having water nearby.
4. Adjusting your screen brightness settings appropriately.

2 **LIGHTING & BACKGROUND**

If you want to be seen by other participants, consider having a bright (but not too bright!) light source (e.g. overhead light, window, lamp) in front of you nearby. If it is behind you, your face will appear dark. If your background is cluttered or you cannot have complete privacy, you can change your video background in your Zoom settings.

3 **AUDIOVISUAL QUALITY**

Built-in webcams and microphones in relatively new computers are often more than good enough for a Zoom session. If you have concerns about quality, however, consider testing out an external webcam or microphone, which often perform better. It's also a good idea to have a pair of headphones on hand (in case feedback becomes an issue).

NEED HELP?

First, consider posting your question under Technology Help in Canvas (Discussions).

Private? Emergency? Email me! sarah.warren@emory.edu