

Using Zoom – hints and advice for speakers

Welcome!

Your upcoming online conference or meeting will take place in Zoom Meetings, a user friendly, robust and easy-to-use videoconferencing tool.

As you will have an active role, we wish to give you some advice in order to make you perfectly heard and seen during the meeting. On the following page you will find some technical tips for accessing and using the tool.

Room and light:

Look for a quiet place with a plain background and ideally a natural source of light. If you have to use artificial light, make sure the lighting is good. We recommend to put the source of light to the right or left behind your screen. You can achieve further brightness by putting a white piece of cloth or a piece of paper on the table you are sitting at.

Internet connection:

If possible, use a LAN connection instead of WiFi. Test your speed [here](#) – minimum upload capacity should be 5-7 Mbit/s. Ask your colleagues or family to avoid data intensive applications and downloads during your speech.

Positioning your camera:

The camera should be placed slightly above your eye level. Place your notebook on a pile of books, should it be necessary. Prefer to use a separate webcam – the quality usually is much higher than that of integrated laptop cameras.

Sound:

Built-in speakers of computers are very often of poor quality. We therefore urgently recommend a headset – it is also helpful to suppress echo and background noise.

A simple headset of your smartphone – be it wired or wireless – is often sufficient. Just test it with somebody in a quick call. In addition, you can reduce background noise in the Zoom audio settings and choose “high” in the respective options.

Suppress background noise [Learn more](#)

- Auto
- Low (faint background noises)
- Medium (computer fan, pen taps)
- High (typing, dog barks)

Reduce disturbances:

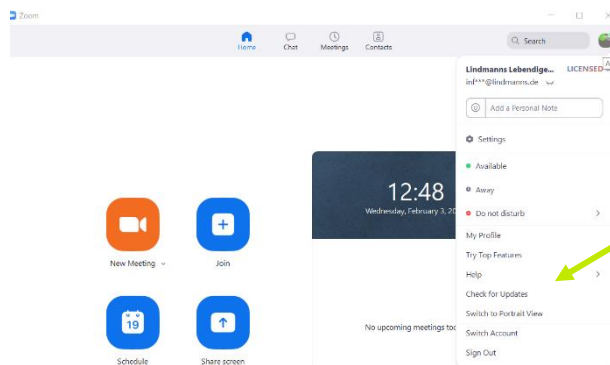
Switch off anything that could distract you: your smartphone and landline phone, notifications or system sounds of your computer and your doorbell. Close all browser tabs and applications you don't need and put a sign on your door in order to be undisturbed.

And don't forget a glass of water within reach. Have fun and a successful speech!

Access to Zoom:

If you are already familiar with Zoom:

Simply use the **access data** you received for the meeting (access link or Meeting ID and passcode).



Important: Please make sure to keep your Zoom desktop client up to date, as the provider is continuously adding new helpful features.

To check for updates, click your profile icon at the top right and then choose “check for updates” in the menu.

You find further information [here](#).

If you don't manage to update, just install the current version from [here](#).

Are you using Zoom for the first time? Then read on here:

Please use the Zoom **desktop app**. You can either download it [here](#) before or just click on the access link you receive and follow the instructions on your screen.

You can also participate via webclient (browser) or mobile app on your mobile device (smartphone or tablet/iPad). **However, we do not recommend the web or mobile usage as many useful functions are only accessible via the desktop client.**

If you still prefer to access the meeting via web client/browser, you'll find further information [here](#). For mobile access you need the App “Zoom Cloud Meeting” which you find on Google Play or App Store or here: [App for Android](#) – [App for iOS](#).

Especially if you have never used Zoom before, we recommend testing your camera and microphone settings in advance [here](#).

We wish you an inspiring meeting/conference and look forward to meeting you!