

Zoom Tips & Tricks

What to Do Ahead of Time

Internet & Hardware

- Be sure you are connected to reliable WiFi and in a quiet, well-lit place for the presentation.
- If you tend to have issues connecting to U.S. websites, you may need to connect to the [Yale VPN](#) [1] for the presentation.
- Use your laptop/desktop computer for the Zoom presentation, not a mobile device.
- If your laptop/desktop computer has a camera, please plan to keep your video on during the presentation.

Zoom

- Never used Zoom before? [Here is a quick-start guide to help you get familiarized](#) [2].
- [Download](#) [3] or [update](#) [4] Zoom at least a day ahead of time.
- At the same time, you should [test Zoom to make sure that your microphone, speakers, and camera are all working](#) [5].
- If you're having trouble connecting to Zoom, you may need to connect to the [Yale VPN](#) [1].
- Please join the Zoom meeting 5 minutes ahead of your scheduled session.
- You can [change your Zoom background](#) [6] if you'd prefer to not show your physical location during the presentation.

During the Presentation

- Change your Zoom name to your preferred name so that we know who you are (see below for instructions).
- We also invite you to append your desired pronoun to your name, i.e. (she/her), (he/him), (they/them), etc.
- Please keep your microphone on mute during the presentation.
- Have questions? Enter them in the Chat area and we will answer them at the end.
- We love to see your faces! As long as you feel comfortable doing so, please keep your video on during the presentation.
- For Orientation, be sure to have your immigration documents with you during the presentation (DS-2019, passport, I-20, etc.) as we'll be going over them.

How to Change your Display Name in Zoom

1. When in a meeting, click on 'Participants' at the bottom of your screen in the black bar.
2. Hover the mouse pointer above your name until you see the option to select 'More'.
3. Once you see it, click on it and select Rename.
4. Enter your preferred name and pronouns in the text field and click on 'Ok' to confirm your selection. For example, "Alina Nevins (she/her)"

Source URL: <https://oiss.yale.edu/zoom-tips-tricks>

Links

[1] <http://access.yale.edu/> [2] <https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users> [3] <https://zoom.us/download> [4] <https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the->

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[latest-version](#) [5] <https://support.zoom.us/hc/en-us/articles/115002262083> [6] <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>