

ZOOM PRESENTATION BEST PRACTICES



Consider Your Location

- **Audio matters:** The best presentation content won't be worth much if your audience can't hear you. When possible, record yourself in a smaller room or office for the best sound quality. Be aware of distracting sounds (e.g. text alerts, other conversations, air vents, ceiling fans, lawn mowers outside the window, televisions in another room, etc.) Consider using a headset; this will ensure that your mouth is always the same distance from the microphone. If you don't have a headset, be mindful of recording while a consistent distance from the microphone.
- **Lighting:** Avoid being backlit (e.g. don't sit in front of a window or other light source). Natural light is helpful; use blinds/curtains to adjust the amount of light coming into the room. Lamps can also add soft ambience.
- **Background:** Don't present while sitting on your bed. Choose the most professional background possible. Make sure the space in your video frame is clean and clutter free.

Presentation Tips

- Dress appropriately. Even though it's tempting to present from your pajamas, dress the way you would for an in-class presentation.
- Speak clearly and project your voice. Talk as if you need to be heard by a room full of people. Doing so will ensure that the microphone can pick up your voice and that your audience will stay engaged.
- Consider incorporating visual aids that you can share on your screen. Any materials on your device can be shared using [Zoom's Share Screen feature](#).

Setting Up to Record

- Test your camera and microphone, and open any files (e.g. PowerPoint presentations, documents, etc.) you want to share during your presentation.
- Close any documents that you don't want to accidentally share.
- Know who to ask if you have questions about technology. Help Desk can help with any microphone, camera, or Zoom issues. Call them at 936.468.HELP or email them at help@sfasu.edu.

Get Started!

- Access Zoom. The [Student Guide to Zoom](#) provides information on how to log into Zoom via <https://sfasu.zoom.us> or through the Zoom launcher on any device.
- Host a meeting, follow the instructions in the Setting Up to Record section above, and when you're ready, press Record. (Make sure to record to the cloud, not your device.)
- When you're finished, stop the recording and leave the meeting. Zoom will process your recording and email you when it is ready. Then, just share the second link in the email with your professor!