

Tips and Techniques for a Good Virtual Experience

1. When using your computer to meet or take a class online, be sure your location offers you the most privacy and as little background disturbance as possible.
 - ✓ Caution: Public spaces background noise not only affects you but other participants as well.
2. There are two ways for your microphone to be muted: by you and by the host. Please be sure to unmute yourself if you'd like to, or are invited to speak, but remain on mute at all other times. Even keyboard strokes can be distracting to others.
 - ✓ Tip: You'll find a mic icon in the lower left corner of your menu bar. A red line through this symbol means you are muted.
3. Using earbuds or a headset will give you and the online group the best sound quality
4. If you have to leave the room or step away, please stop your video feed. When you get up and move with your laptop, some of us get dizzy! If you want to remain "visible" you can always use a pic or avatar to remain "on-screen". (Paid accounts only) If you get up and walk away, we are staring into an empty or otherwise busy room.
 - ✓ Tip: You'll find the video icon in the lower left corner of your menu bar near the mic icon. A red line through this symbol means it is not in use.
5. Chat is great for contacting a single participant or all participants. Please be sure to choose everyone or an individual from the drop down menu in the chat room. Whatever you chose last will be your default for the next comment, so be sure you select an audience prior to commenting.
6. If you have questions or concerns, please use the chat window to contact the host. He/she/they will be able to assist you from there without interrupting the group or speaker.
7. Finally, it is important to wiggle your mouse or tap your touchpad once in a while while on Zoom or other virtual connection tool. It helps to keep your connection alive. If you are experiencing a great deal of technical difficulty, you can always leave the meeting and then restart your connection to the meeting.