

Enhancing Your Zoom Meetings

By [Rob Svenson](#)

Here are some tips to improve your in-meeting experiences and make you look like a Zoom Pro!



1. **Zoom has Live and recorded training available [HERE](#).**
2. **Test your microphone and speakers:** Don't get caught on mute! Users can test their microphones and speakers in the meeting platform to ensure they can hear and be heard clearly. This helps users detect and fix any hardware-related audio issues from the very start of the meeting instead of in the middle of a presentation.
3. **Hide non-video participants:** There are three video layouts when attendees are not using screen share: active speaker, gallery, and mini. If you are using the gallery layout with a larger number of attendees, non-video participants can take up the available space on the screen. By hiding non-video participants, users can clean up their gallery view and only see attendees who have their cameras on.
4. **Virtual backgrounds:** Hide your office clutter or add some branding with a virtual background during a Zoom Meeting. Users can upload their own images and preview the virtual background to detect any issues before joining the meeting.

Please note that some computers can't handle processing the background. Please test before you use. Simply click on the arrow by start video and choose virtual background. You can select a pre-loaded background or hit the plus sign to add an image from your computer.

You can watch a virtual backgrounds tutorial on YouTube at <https://youtu.be/3Zq-b51A3dA>.

5. **Interactive whiteboarding & co-annotation:** With interactive whiteboarding and co-annotation, you can leverage your mobile device, tablet, or desktop to co-annotate over a blank whiteboard or over shared content. This feature works best with a pen. Click “Share Screen” and select “Whiteboard” to start a blank whiteboarding session.
6. **Take advantage of Zoom keyboard shortcuts:** Use these shortcuts to save time on common tasks in Zoom.

- a. **Quick Invite:** When you're in a meeting, type PC: Alt+I or Mac: Cmd+I to open the Invite window. Copy the URL and send it to anyone who you want to invite to the meeting.
Note: See Section 7.4 for an even faster way to invite others

- b. **Record Meeting:** Recording is a tremendously useful feature in Zoom. Want to keep records of key employee one-on-one's? Record them and send them to the employee so that they can refer back to them. Doing an interview and don't want to slow things down by taking notes? Record it and get it transcribed.

Just type...

PC: Alt+R or

Mac: Cmd+Shift+R

to start recording any meeting.

Type...

PC: Alt+P or

Mac: Cmd+Shift+P

to pause/resume recording.

- c. **Share Screen:** Screen sharing is one of the key features that Zoom does better than any other video conferencing platform we tried. To start a screen share, type...

PC: Alt+Shift+S or

Mac: Cmd+Shift+S

To pause or resume a screen share, type...

PC: Alt+T or

Mac: Cmd+Shift+T.

d. **Mute Audio:** Use...

PC: Alt+A or

Mac: Cmd+Shift+A

to mute/unmute your audio.

e. **Turn Off Video:** To quickly turn video off/on, hit...

PC: Alt+V or

Mac: Cmd+Shift+V.

f. **Mute Everyone:** Ambient or background noise can often get in the way of clear communication. The meeting host can hit...

PC: Alt+M or

Mac: Cmd+Ctrl+M

to mute everyone on the call at once.

7. **Zoom Settings:** If you fix these settings once, they'll reward you with optimized Zoom meetings forever...

A. **Always Mute Microphone:** This setting ensures you enter meetings quietly without bringing sudden noise to the call. Go to Settings > Audio and make sure that "Always mute microphone when joining meeting" is checked. Zoom tip: Always mute your mic. The same setting exists (and as a rule, should always be used) on the mobile app.

B. **Always Turn Video Off:** This particular setting allows you to turn video off when entering a call (you can always turn it on later)—which is another helpful way to reduce sudden interruptions. Go to Settings > Video and check "Turn off my video when joining meeting".

C. **Display Names:** This is less important when you're chatting with people you know well, but if you use Zoom to do a lot of sales calls, then this setting will ensure you never accidentally forget the name of the person you're talking to. Go to Settings > Video and check "Always display participant's name on their video".

- D. **Auto-copy Invite URL When Starting a Meeting:** The Invite keyboard shortcut is great, but this setting takes things a step further. Found in General settings, this option makes it super easy to invite people to any meeting, without even having to go through the process of copying the invite URL.
- E. **Enable Shortcuts Outside of Zoom:** This setting will double the power of all of the keyboard shortcuts above, *and that's not an exaggeration*. Do you often have other windows open while in Zoom meetings? Well, with this setting, you can use your Zoom keyboard shortcuts even when you're in another window. To turn it on, go to Settings > Keyboard Shortcuts and select "Enable Global Shortcut."
- F. **Meeting Reminder (Mobile):** When you're on the go, make sure you start a meeting on time. On my phone, calendar reminders often go ignored (there are so many of them that it's just too noisy to keep up), so I set up Zoom reminders to ensure that I never miss an important scheduled meeting.
- G. **Touch Up My Appearance:** This is more on the spectrum of "fun" than "useful," but I love that it's a feature. In Settings > Video, check "Touch up my appearance," and Zoom will soften the focus on your camera, theoretically minimizing any issues with your skin.
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