



Tips for Using Zoom

User Tips:

- **Set up your profile** (Go to your account on Zoom.us and click the “**Profile**” tab on the left side of your screen. It is the **first tab** on the list under the “**Personal**” header.)
 - Add a profile picture if you would like
 - Make sure your time zone is entered correctly under the “Date and Time” header
- **Sync with your calendar/contacts**
 - Click the “Connect to Calendar and Contact services” button if you would like to sync your Zoom meetings with your Google Calendar or import contacts from your Gmail.
 - This button is on your “Profile” page.

Host Tips:

- **Set up your profile** (Go to your account on Zoom.us and click the “**Profile**” tab on the left side of your screen. It is the **first tab** on the list under the “**Personal**” header.)
 - Add a profile picture if you would like
 - Make sure your time zone is entered correctly under the “Date and Time” header
- **Sync with your calendar/contacts**
 - Click the “Connect to Calendar and Contact services” button if you would like to sync your Zoom meetings with your Google Calendar or import contacts from your Gmail.
 - This button is on your “Profile” page.
- **Optimize your settings** (Go to your account on Zoom.us and click the “**Settings**” tab on the left side of your screen. It is the **last tab** on the list under the “**Personal**” header.)
 - Turn on Host video so meetings start with your video on
 - Turn on Participant video so participants join meetings with their video on

- Turn on Join Before Host
 - *This allows participants to join before the Host joins. This is helpful for small groups.*
- Turn on Co-Host if you want to be able to designate people as Co-Hosts
- Turn on Breakout Rooms if you want to be able to use Breakout Rooms
 - For more on how to use Breakout Rooms see [this article](#)
- **Create recurring meetings**
 - Click “Schedule a Meeting”
 - After inputting the meeting title and time, check the box that says “recurring meeting”
 - From there, you can decide if you want the meeting to be daily, weekly, or monthly
 - There are several ways to customize how often the meeting will recur
 - If the meeting will recur weekly, you can select multiple days on which it will recur
 - You can also make the meeting recur every week, every 2 weeks, etc.
 - Make sure you set how long you want the meeting to recur
 - You can either set a cutoff date
 - Or you can limit the number of recurrences
- **Spotlight video** (*Spotlighting someone’s video makes them the primary speaker for all participants in the meeting. This is helpful for meetings that involve a large amount of teaching.*)
 - Begin your meeting (you must have 3 or more participants to use the Spotlight feature)
 - Hover over the person’s video that you want to spotlight
 - Click the “...” that appears
 - From the menu that appears, click “Spotlight Video”
 - Click “Cancel the Spotlight Video” in the upper-left corner when you no longer wish to use the Spotlight feature