

9 tips for getting the most out of Zoom

With lots of us now using online meetings to stay connected, here are a few brilliant tips to help you get more out of using Zoom, our video chat service.



1. Get connected, fast

It's super-easy to start a meeting instantly – just click 'New meeting' then invite colleagues from the contact list. Don't forget to choose 'Notify me when available' so you know who's online and when.



2. Break into smaller groups

Want to brainstorm or set people on different tasks? Use the breakout feature to split the meeting into separate groups. You'll automatically come back together after 30 minutes if you don't set a time.

3. Share and share alike

Sometimes it's just easier to show rather than tell. Hit the screen share button to go through slides or documents – you can even give colleagues simultaneous control.



4. Capture ideas

On the home screen, click share screen and select 'Whiteboard' to bring up your very own virtual whiteboard to make notes and capture ideas. You can even switch pen colours.



5. Use headsets or earphones

The sound quality should be a lot better than the in-built on your laptop, but make sure you speak clearly, steadily and directly into the microphone. You can also mute the mic when you're not speaking to block out any background noise.

6. Invitation only

If you don't want just anyone dropping into your meetings, select 'Require meeting password'. The password you create will automatically be included in calendar invites.



9. Grab a coffee and a chat

Zoom doesn't just have to be for work. Getting together online just for a chat is a great way to stay connected, decompress and show your support for each other.



8. Lighten the mood

Now more than ever it's important to have a little fun whenever we can. Look out for Zoom's themed days, which are a great way to get the team together to celebrate a win and let your hair down. You can even dial in from the beach by using the virtual background setting.

7. Keep your door open

With Zoom you can set up virtual office hours – specified blocks of time for when your team can drop by. This is particularly useful for team leaders or educators who don't want to constantly set up scheduled meetings.

