

## **Using Zoom effectively**

Note that Zoom features differ depending on the type of device you're using.

Completely turn off or put into airplane mode any devices in your house that might access your WiFi/router. This includes laptops, tablet and phones as well as WiFi enabled TVs

### **Set audio options for best sound:**

enable automatic volume control

suppress background noise

enable echo cancellation

use original sound

### **FYI, on the iPad, the Use Original sound switch can be found here:**

On the Zoom entry screen, before going into a meeting, click the Settings button at bottom left (looks like a cogged wheel), then on Meetings, Scroll down until you see the Use Original sound switch (near bottom of list). On all equipment access these by clicking on the ^ button next to the mute/unmute button ( looks like a mic )

Automatic volume control can be set in the microphone area. I suggest turning it off and setting your volume manually. If your device's sound does not get loud enough try using headphones or an auxiliary speaker.

To access the other features click the Advanced button in the lower right corner. Check the Show in-meeting options to "Enable Original Sound" box. Choose to disable Noise Suppression, Echo Cancellation, and make sure Original Sound is turned on.

Everyone but the leader must mute their mike unless they are playing for the teacher or talking. Chat - There is a button on the bottom strip to open and close a chat window. You can send a message to everyone or to one person privately.