What are some tips and best practices for successful web conferencing meetings?

Show Me

Tell Me

Below are a number of tips to make your web conference meetings successful - regardless of what tool you are using.

Check-out the **Zoom blog** or **Google Meet blog** for more ideas.

> ⚠️ See this **FAQ** for some tips and best practices for securing a web conferencing meeting.

For attendees...

- Mute your microphone when not speaking - this ensures background noises like other voices and typing don't disrupt the audio
- Join the meeting early in case you need to login or setup your audio/video
- Identify yourself when speaking - particularly in larger meetings

For hosts...

- Set your meeting up to allow VoIP (connection using computer) and dial-in (toll number) - this give attendees the option of calling in if they are experiencing issues with the app
- Include conferencing information along with agenda and other documents in the meeting invitation so materials are accessible from one place
- Look through your meeting participant settings; consider
    - Muting participants upon entry
    - Turning off entry and exit tone
    - Reviewing sharing permissions
- With large meetings, locking the meeting after it begins to avoid distractions when other join
- Optimize the space you are using and minimize meeting distractions
    - Find a quiet space
    - Avoid or remove items in your background that can be a distraction
    - Face a window or have a lamp nearby so you can be seen clearly
    - Be comfortable where you are setup
- Record the meeting if invitees can't attend
- Share your screen when appropriate

More tips for everyone...

- If calling into a meeting AND logging into the Zoom or Google Meet app, make sure that your computer microphone and sound are off - the phone call and computer audio together can create an echo
- Use a headset if possible - they can cut down on background noise and allow others to hear you better
- Use the chat functionality to privately message other participants

See this Infographic

See this video to protect Zoom meetings from Zombombing

Related FAQs

- What is a Zoom Room and what is different about it?
- How do I fix a permissions error when adding a Zoom meeting when scheduling for another person?
- How do I contact someone for an instant meeting in the Zoom app?
- How do I install the Zoom Google Marketplace app?
- What do I need to consider for the tech tools I use when working remotely?