



Best Practices!

Zoom Tips

If you need help or have questions, call us at (603)-352-0157 or email your Zoom host.



We love when we know your name!

If you can, please change Zoom name so we can know what to call you. To change your name after entering a Zoom meeting, click on the "Participants" button at the top of the Zoom window. Next, hover your mouse over your name in the "Participants" list on the right side of the Zoom window.



Zoom Etiquette

- ▶ Turn off your camera if you don't want to be seen.
- ▶ If there is low Internet connectivity, consider turning off your video for better audio.
- ▶ Mute your microphone when not speaking to ensure there isn't unnecessary background noise during presentations.
- ▶ Sometimes there is an opportunity for talking and sometimes we will use the chat feature.



More Tips

- ▶ Use "speaker view" to easily see the presenter. Write questions in the chat or use the "raise your hand" function if you have a question.
- ▶ Close captioning is available within the Zoom room. You will be able to control the appearance of live transcript subtitles.

Call us Monday - Friday, 9 am to 6 pm or Saturday 9 am to 1 pm



Keene Public Library

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