

Video Conference Preparation Information

The purpose of this document is to provide you with information you will need in preparation for your appearance via videoconference. Please review this document prior to the meeting.

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Setup and Test Your Connection

Before your meeting, please test your connection at <https://zoom.us/test>. Here you will:

- Download and install the Zoom application (free).
- Test webcam, microphone and speakers.
- Familiarize yourself with the Zoom interface.
- Further attendee controls can be found at the [Zoom Support Centre – Attendee Controls](#).

If a test call is required, please contact the Faculty of Law IT Support Team at lawitsupport@queensu.ca

Wired internet connection is recommended over wireless. If a wired connection is not available, please position yourself in close proximity to your wireless source to limit interference.

Wear a headset if available or if you are in a public setting (i.e. coffee shop).

To maximize audio quality, turn off heating ventilation, air conditioning or other noise generating units if possible.

Position yourself in front of a neutral wall, avoiding background distractions. Please be sensitive to your surroundings and ensure there is nothing confidential/sensitive that might appear on camera.



Day of the Meeting

Close any applications not in use during the call. Apps that use a large amount of computer resources can affect call quality.

Connect to the videoconference at the designated time.

Ensure your set up is identical to the one in your pre-meeting test.

If you have a cell phone or a phone in the room, please mute it prior to the start of the meeting.

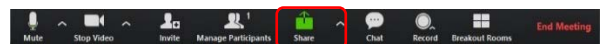
In the event of technical issues that cannot be resolved by the meeting Host, contact a Queen's Law technician (available Mon-Fri 8:30 a.m. – 4:30 p.m.). Contact info above.

Guidelines to Follow

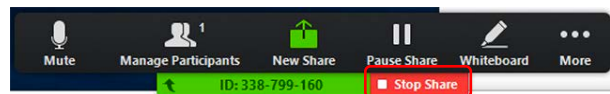
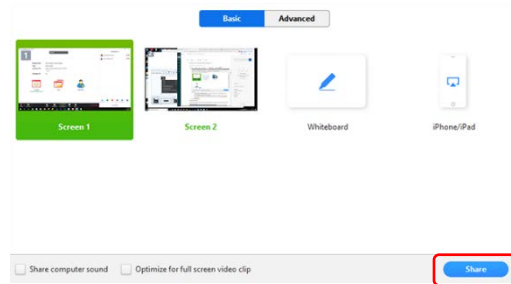
- Close the door to the room prior to the start of the videoconference.
- Sit as close to the microphone as possible.
- Maintain eye contact with the camera while speaking.
- Remember that you are visible even when not speaking.
- If not actively participating in a discussion, it is recommended you mute your microphone to reduce background noise. Microphone can be unmuted to ask a question.
- If sharing your screen during a meeting, only have necessary documents open. Close all potentially sensitive or confidential documents or websites.
- More information on Zoom can be found at <https://support.zoom.us>

Sharing Your Screen

1. Click the **Share Screen** button located in the meeting controls.



2. Select the screen you want to share.
 - a. You can choose individual applications that are open on your computer, your entire desktop or a virtual whiteboard
3. Click **Share**.
4. When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen (default position is top of screen).
5. To stop sharing your screen, click **Stop Share**.



Audio/Video Controls



- **Mute / Unmute:** Mute and unmute your microphone.
 - Audio Controls (click the ^ arrow next to **Mute / Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full [audio settings](#).
- **Start Video / Stop Video:** Turns your camera on or off.
Video Controls (click the ^ arrow next to **Start Video / Stop Video**): Change cameras if you have multiple cameras, select a [virtual background](#) (if enabled), or access your full [video settings](#).

