Best practices for connecting and participating in Zoom meetings and webinars

All participants are requested to use the **Zoom client** application and to avoid logging in via a browser with the link provided. This will ensure full and proper configuration of your Zoom meeting or webinar with all of the functions.
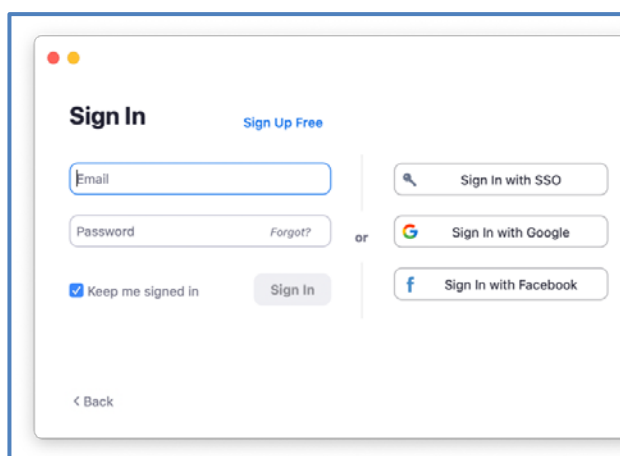
Interpretation can only be accessed through the Zoom app, not web browsers.

To download and install the Zoom application

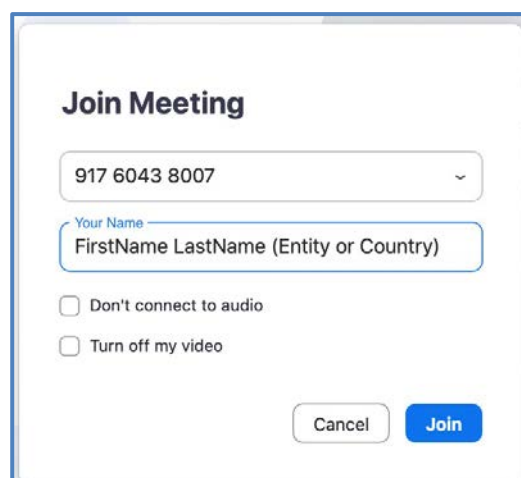Go to https://zoom.us/download. From the **Download Centre**, click on the Download button under "**Zoom Client for Meetings**" and install. When you click on a Zoom meeting link, a popup window in your browser will propose using the Zoom client application; click on **"Open Zoom.us application"**,

Logging in to a Zoom meeting or webinar

You may want to first logon to the Zoom Client application with your Zoom account:

Before joining a meeting, **take care to identify yourself clearly** as per the example below:

Audio quality

For a Zoom meeting or webinar, **the key point is audio quality**, particularly for active participants. The best option is to wear a headset (or earset) equipped with a microphone. This should mitigate noise pollution in the room which could cause an echo. If your audio is not clear, you may risk losing the audience's attention.
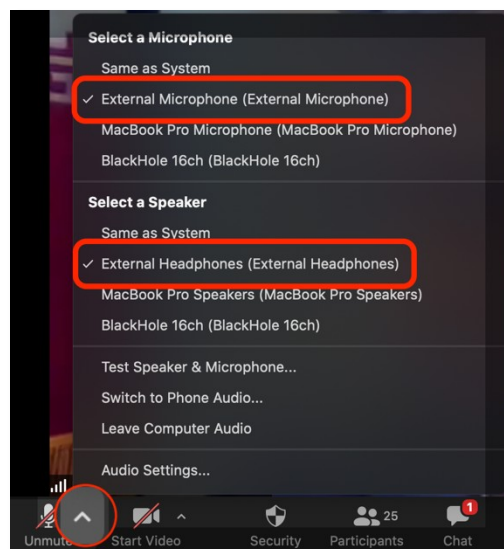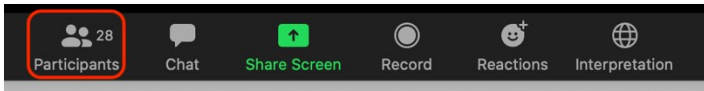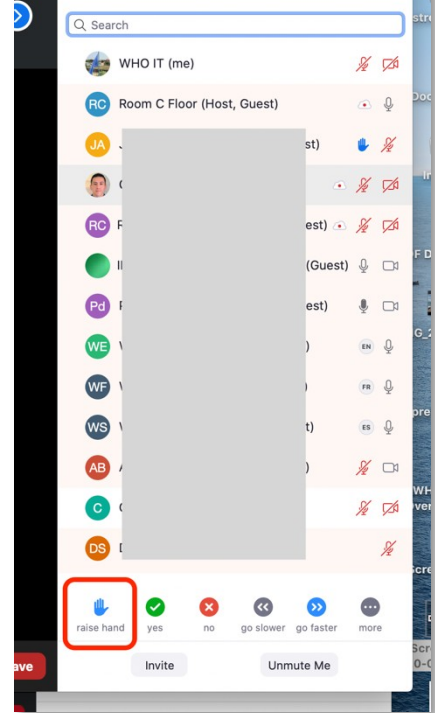

Headset with mic

Earset with mic

Once you have joined a Zoom meeting, follow these steps to ensure that the application has selected the right device by default:

1. Click on the "up arrow" next to the audio button.
2. Verify your device is selected. If not, select it yourself.

Good practices for Zoom meetings and webinars

1. **All participants** can be muted and unmuted manually by the meeting host or co-host(s).

2. **To request the floor,** click on the **Participants** button. A column will appear to the right of the screen displaying all participants.

3. **To the right of the column**, click on the "raise hand" icon to ask for the floor.

4. When **connecting by phone**, make sure that it is in silent mode and mute yourself when not speaking in order to limit noise interference.

5. Unless indicated otherwise by the organizers, **use the chat ONLY** if you have a problem or if you wish to correspond privately with another participant (if permitted) or with the host and co-host(s).

6. **For interpretation** (if available), select your language preference as per the image below. The original audio/language can be muted.