



Web Conferencing Best Practices

Instructions to facilitate a successful web conference session in Zoom and
Microsoft Teams

Best Practices for All Meeting Participants:

- Recommended browsers for **Microsoft Teams** is Google Chrome
- Make sure Audio and Video are setup correctly.
 - [Audio device configuration in Windows 10](#)
 - Audio device configuration on Mac OS:
System Preferences > Sound > Input tab (for microphone) > Output tab (for speaker)
- A hard wired connection to high speed Internet is recommended. If you are using wireless Internet, please try to be as close to the router or hot spot as possible (expect some fluctuation in connectivity throughout the meeting).
- Using a USB headset with microphone is recommended. Participants without headsets should be sure to be in a quiet area to reduce background noise.
- Be in a well lit area if transmitting video.
- Close streaming services such as YouTube, Netflix, P2P, Spotify, or Pandora before accessing the session to ensure there is adequate bandwidth available for the web conference.

Best Practices for Hosts and Co-Hosts

In addition to those for all meeting Participants, Hosts/Co-Hosts and Presenters should consider the following for a successful web conference:

- Use a hard wired connection to the Internet rather than wireless to ensure the best quality in your session. If you must use wireless Internet, please ensure you have a strong signal and position yourself as close to the router or hot spot as possible (expect some fluctuation in connectivity throughout the meeting).
- If you are a first time user, make a test recording to ensure that audio and video work and playback with optimal clarity and volume.
- Turn off video for participants if it is not needed for the session will conserve bandwidth
- Review [Sharing your Screen in a Zoom meeting](#) for content sharing options
- Starting and stopping the recording of a Zoom meeting multiple times will result in multiple recording files. For a single recording file where recording must be started and stopped multiple times, use the **Pause** option rather than **Stop**.