

REMOTE PARTICIPATION INSTRUCTIONS FOR URA MEETINGS

Please use these guidelines for your presentation at tonight's meeting.

<https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen->

- If you have **concerns about your home network's bandwidth**, we encourage you to ensure family members are not streaming television or performing other high-usage activities during the URA meeting.
- Disconnect from VPN while screen sharing and generally when video conferencing.
- Close all non-essential applications while screen sharing.
- When possible, share only the application you wish to display, such as powerpoint, rather than sharing "screen 1" – which will display everything that happens on your computer.
 - **Tips for using webcam video while speaking:**
 - **Be sure there is light on your face**
 - **Adjust the camera so that your face and upper body are centered in the image (no floating heads)**
 - **Use an external microphone if possible, for better audio quality**
 - **Avoid "audio clutter" in the room (shut the doors, put the dog out, etc.)**

Let me know if you have any questions.