



Zoom Video Recording: Speaker Guide

Thank you for your interest in participating in an interview with our CEO and Executive Director, Troy LeMaile-Stovall. In preparation for the interview, please reference the following guide for best practices on a Zoom video recording.



To access the meeting, use the unique link sent to you via email. Within the message, click on the “Join Zoom Meeting” link.



Be sure to only run Zoom on your computer for the duration of the meeting. If possible, an ethernet connection would be best, instead of Wi-Fi.



Once you have launched the desktop application, you will be prompted to join audio by clicking “Join with Computer Audio.”



Try to use the smallest and quietest room possible to reduce outside noise and echoes. Close your windows and doors, turn off any machines or devices that make a constant noise, and put your pets somewhere they won't disturb you for the duration of the meeting.



Have a soft light in front of you in the room, if possible, to ensure you are clearly visible for the video. If you don't have adequate lighting in your location, sit beside a window and use natural light.



Make sure your background is clean and doesn't have too many distracting elements (i.e. family photos). Also, avoid having a window behind you in the video, since the light will disrupt the lighting.