

Zoom 101

Recommended Equipment

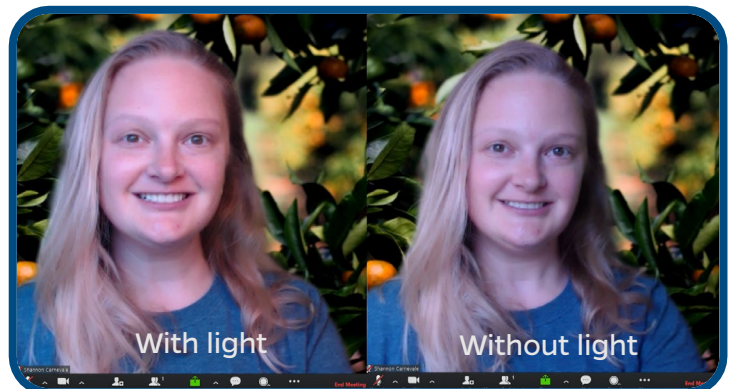
Carnevale, S. & Milligan, L

Computer Equipment

- **Two Monitors:** We strongly recommend Zoom hosts and co-hosts have two screens, if possible. Two monitors make the task of hosting, presenting, and managing participants much easier.
 - **Alternative:** Ask your office manager if there are old monitors around, they may still work. Do you have a TV you aren't using often? Old desktop monitor and a laptop? Most monitors will work in concert with your laptop. Try it out!
- **Mouse:** If you are working from a laptop, you will most likely want an external mouse. Zoom has a lot of moving parts, it will be easier to manage with a mouse.
- **External webcam:** External webcams have more settings, are more forgiving, and if you don't have a headset, are often equipped with a microphone that has better sound quality than the built-in microphone on your laptop or computer. Depending on the environment you are presenting in, a quality web camera may be all that you need. If you're in a noisy environment, you should invest in a headset. It's a good idea to purchase a headset as backup too.
- **Headset or earbuds with built-in mic:** A headset or earbuds can prevent echo and other common sound problems.

Other Equipment:

- **Green Screen:** If you want to look professional and use Zoom's virtual background feature, you need a green screen or computer system compatible with Zoom's built-in option for no green screen. Wear solid colors so your camera can differentiate between your clothing & green screen.
- **Supplemental Lighting:** Supplemental lighting can help you cope with any anxiety you may have about being on video.
 - Good lighting will make you look more awake. You'll want a "warm" light for most complexions.
 - Good lighting can reduce many common green screen issues, like flickering.
 - If you don't want to purchase a light, try two warm-toned table lights behind your camera.



Note: Zoom also has a "Touch up my appearance" option under Video settings.

Shannon's Equipment:

- **Web Camera: Logitech C920 HD Pro** - \$80 - \$90. Also available on UFmarket via B&H Photo for \$60
- **Green Screen: Valera Explorer 70 Inch Portable Green Screen** - \$100 on Amazon.com. Set up in less than 5 minutes with one person. Highly portable. Very vibrant green, unlike most clothing.
- **Lighting: Neewer LED Ring Light with Stand (14")**: \$68 on UFmarket via B&H Photo, *discontinued*. Light is dimmable and has a warm filter and a cool filter (multi-purpose!). The 14-inch ring is large enough to fill shadows behind me, without causing one bright spot.

Lara's Equipment

- **Web Camera: Logitech C310** - \$50. Also available on UFmarket via B&H Photo for \$37.49. Great video and audio. No need for headset with this if you have a quiet environment to broadcast.
- **Headset: Logitech H390** - \$40. Also available on UFmarket via B&H Photo for \$30.