

# How-To | Best Practices for Hosting a Successful Zoom Meeting

- Visit the [Teaching Remotely website](#) for a list of considerations for teaching participants with disabilities.
- Click Mute participants on entry setting.
- Assign a cohost to monitor the chat box.
- If recording, use Presenter View (not Gallery View) to reduce file size.
- Ask participants to mute their microphone when they aren't contributing.
- Ask participants to use the chat function to ask questions.
- Ask participants to turn on their cameras for better engagement.
- Let participants know if you are recording the meeting.
- If the door chime sound is disruptive, you can turn this off under your Settings tab.
- Contact Zoom support directly to receive assistance with issues while in a meeting.



## Need Further Assistance?

For more information and resources, please visit <https://webconferencing.uchicago.edu/>

## CONTACT US

For any Zoom technical assistance, please contact the IT Services Service Desk at [itservices.uchicago.edu](https://itservices.uchicago.edu). For other questions, e-mail us directly at [cme@bsd.uchicago.edu](mailto:cme@bsd.uchicago.edu).