

# Best practices for remote meetings in

# zoom

**To prevent overloading Zoom and your internet provider, please:**



**Connect using the “Join without Video” and the “Call using Internet Audio” options.**



**If you must screen-share:**

- Call in via computer/internet audio, not a phone.
- Share an application window, not your desktop view.
- Stop/mute video when not presenting.



**When using conferencing applications, close other applications not in use.**



**Disable or turn off nearby devices that use the same network.**



**Download your web-conferencing app on your phone and join audio-only.** *Dial in as a phone number as a last resort.*



**If Zoom is unavailable, use Two Rivers audio conference.** *Charges apply.*

- Connect using (866) 832-7806.  
As a second choice, try (330) 595-1371.



## Connect Securely



Always use a password-protected wireless network, rather than a wide-open wireless network, i.e., in a coffee shop or airport.

Use VDI (Virtual Desktop Instance) and Virtual Private Network (VPN) to access university files. VDI is the most secure.

Visit the UA Virtual Campus website to explore using ZOOM and VDI and VPN connections.

## [alaska.edu/virtual-campus/#optimize](https://alaska.edu/virtual-campus/#optimize)

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