

Zoom Meetings

How should I act? | What do I do when...? | What happens if...?

A Few Quick Guidelines...

1

DOWNLOAD THE APP & TEST

Download the latest Zoom application for your system. Test your connection and audio/video settings at least 30 minutes prior to meeting.

2

CLICK THE LINK FROM THE INVITE

Join early! Use the link provided to you in the meeting invitation. DON'T be late.

3

USE YOUR REAL NAME

When logging in, you MUST use your REAL name so that we know who you are

4

TURN ON YOUR VIDEO

Not only do we want to see you, we also need to know you are there and happily participating!

5

MAKE SURE YOU ARE MUTED

In order to operate an efficient and meaningful Zoom meeting, we ask that you keep yourself muted unless called upon by the host

6

RAISE YOUR HAND

If you have a comment or question, use the built in "Raise Hand" function in the "Participants" section of the meeting window



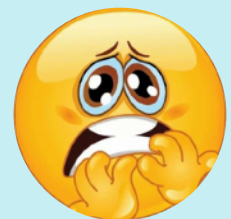
Zoom downloads

You can download the Zoom app by going to zoom.us or by searching in your device App Store



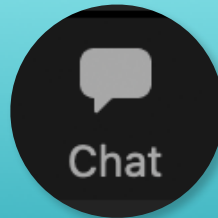
Virtual Backgrounds

One way to keep everyone focused is to use a built in virtual background. You can do this by selecting the arrow next to the video icon in the meeting.



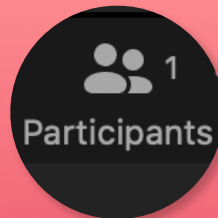
Don't panic

If you are having issues, use the chat function in Zoom to message the host letting them know.



Zoom Chat

Open the chat window by clicking on the button... and keep it open!



Zoom Participants

Open the Participants window by clicking on the button to see the meeting participants. This will allow you to do new features such as the Raise Hand function

Raise Hand

Raise your hand

Have a question? Make sure you have the Participants window open. Once configured, click on "Raise Hand" in the lower right hand corner.
