

## **ZOOM tips and suggestions:**

### **Mute / Un-Mute:**

1. ***If you are joining the meeting with a video connection:***
  - a. please mute yourself when not sharing by clicking the “microphone icon” (usually in the bottom right-hand corner of the screen) and unmute in the same way; (the host may sometimes eliminate background noise by muting participants. This is to help maintain the safety and flow of the meeting and is not meant to be offensive.
  - b. when you want to speak, simply raise your hand or click on the “raise hand icon” next to your name.
2. ***If you are joining the meeting with a phone audio connection:***
  - a. please mute your microphone when not sharing by pressing “star-6 (\*6)” and unmute in the same way;
  - b. please signal that you would like to speak next by pressing “star-9 (\*9)” to activate the "raise hand icon."

### **During Zoom video meetings:**

1. Think about your actions on camera. Movements are distracting to others and can be disruptive to the speaker. Try to stay still and be attentive. You can stop your video by pressing the “video icon” (usually in the bottom left-hand corner of the screen) and open video in the same way;
2. Dress for your Zoom meeting the way you would for an in-person meeting. Note: Scant clothing can be triggering. Please be respectful.
3. Participate in meetings from a quiet, indoor place. Think about your background – is it appropriate for international viewing? Control ambient noise by muting when necessary. Please refrain from sitting directly in front or beside a very bright light source. Experiment with moving lamps and your camera until you can see your brightly-lit face on the screen.
4. Practice speaking to the camera and not the screen. The tendency is to look at the person on the screen, but it’s preferable to look at the camera when you speak so others sense you are talking directly to them.
5. Bandwidth and signal - If you are wireless, try to remain close to the wireless router. When you have the option, choose wired (instead of wireless) for video conferencing. “Stop video” to increase bandwidth.
6. Viewing options - Gallery or Speaker View: in top-right corner of screen, selecting ‘Gallery View’ displays everyone in same-size images while ‘Speaker View’ highlights whoever is speaking in large center screen.
7. Difficulties – use the “Chat” feature to contact the Host only – after the meeting, the “Chat” will be open so everyone can message each other.