

ZOOM Tips and Etiquette for Meeting Participants

- 1. Learn the Zoom screen.** Learn where buttons are for raise hand, clap, mute, stop/start video, gallery/speaker view, etc. The best way to do this is to download Zoom and have a “meeting” with a friend or family member. The location of buttons and controls is determined by what device you are using (on my tablet, they are at the top and on my computer they are at the bottom). If possible, test your microphone and video settings beforehand to ensure that all technical aspects are working properly.
 - **Raise Hand** – Click on participants to show a list of participants on the side of your screen. At the bottom of that column is a “raise hand” button. Click on that if you have a question or comment. The Chair will call on you. You’ll see a blue hand next to your name on the participant list and on the top left corner of your image on the screen.
 - **Gallery View** – Click on Speaker View or Gallery view to see all or just the speaker.
 - **Participant Name.** Update your screen name if you are using a family Zoom account that we might not recognize. . To update, hover over your name on the screen with your mouse. Right click and you’ll see a number of options. One is rename. Click on that and type in your name. Add your position on the board as well.
- 2. Environment.**
 - Set yourself up in a quiet place in your home (no TV or family members walking through) where it is well-lit but not near a window (glare). Remember, we can see everything behind you and if there is a lot going on, it can be distracting.
 - Set your device at eye level if possible. (A couple of ‘phone books’ you were going to recycle will work.) Doing so helps create a more direct sense of engagement with other participants. Look into the camera when talking.
 - Be mindful of background noise. Silence personal devices. When your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers.
 - Mute your microphone. To help keep background noise to a minimum, mute your microphone when you are not speaking. (This might take some practice.)
 - Limit distractions. You can make it easier to focus on the meeting by turning off notifications, closing or minimizing running apps, and muting your smartphone.
- 4. Power.** Fully charge your device before the meeting! Have your charger handy just in case.
- 5. Interacting.** Once the meeting starts, if you’d like to ask a question, use the “raise hand” button at the bottom of the participant list. The host will call on you and you can unmute your microphone. You can also type a message via “chat” during the meeting to the group as a whole or to an individual in the meeting. Click on “chat” in your toolbar at top or bottom.
- 6. Be patient.** This is a new experience for all of us. We are learning together!