

Zoom Guidelines and Etiquette

Before signing in:

- If you haven't already, be sure to download the free desktop client at <https://zoom.us/download>. Even if you have, check that you have the latest version (5.4.9).
- **Be sure your video and audio work before the meeting starts!**
- Do a test call at <https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-test-meeting>
- You may want to join via laptop/desktop computer so you can see more of the people on your screen.
- The rooms will open 10 minutes before the session begins so you can double check your audio/video before it starts. Please don't leave the meeting until the session ends.
- Each session will have a unique link, meeting ID, and passcode.
- To maximize the bandwidth available for audio and video for the call, all programs not required for the meeting should be closed. A hardwire connection (ethernet) to your router is ideal.

Control panel at the bottom:

Mute: Toggles on/off. Please stay muted except when speaking. The space bar is handy for a quick unmute.

Video: Toggles on/off. In the upper right of the window with the videos, you can toggle between gallery view and speaker view. Speakers prefer you leave your camera/video on except during breaks. Your name appears in your video window. You can edit it here or in the participant window.

Participant: Opens a new window. You can see who else is in the meeting. Please edit your name so others know it's you (not your iPad name, etc.). You may even want to add your club's name after yours.

Chat: Opens a new window. You're welcome to use the chat to connect with others. You can chat with an individual or with everyone. If chatting with everyone during a presentation, be sure it is relevant to the topic being discussed so that it doesn't distract from the presentation.

Reaction: You can raise your hand to signal that you'd like to speak. Some icons stay on the screen until you toggle them off, so please lower your hand when you're finished. Some icons are mostly for fun and stay on the screen for only 10 seconds. The symbols show up in your video window and in the participant window.

Breakout Rooms: These rooms are used for small group sessions separate from the main Zoom meeting. When Breakout Rooms are opened, you will see a box that invites you to join your assigned room. You will click Join. When the Breakout Room is closing, you will get a notification box with the time left in that room.

Further help:

Check out the free Zoom tutorials at <https://support.zoom.us/hc/en-us>. If you're new to Zoom, this is a great place to start: <https://support.zoom.us/hc/en-us/articles/206175806>. Here are some video tutorials to choose from: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>