ZOOM Meetings: Advice for Groups

Check Your Tech

1. Connect and **test your Zoom audio**.

2. If you're calling in, **enter your participant ID number** to link your computer and phone. Find it next to your name in the "Participants" sidebar. On your phone, press # [number] # to connect.

3. Activate your **camera**.

4. Use Zoom's <u>Gallery View</u> to see the whole group.

5. If you need tech help, type **[insert name]** in the Zoom chat box for assistance!

Prepare to Participate

- Remain **on-camera** at all times (Except if you are experiencing "bandwidth" issues).

- Remain *available-to-be-on-mic*. Mute while others are speaking/presenting, but be ready to participate.

- Turn devices to **airplane mode** and close other windows on your computer to avoid distractions.

- Use the phrase "**I'm complete…**" or "**I'm done…**" when done speaking.

- Use <u>nonverbal tools</u> in Zoom to **raise your hand.**

Agreements for Effective Meeting Space

	• Remain **on-camera** at all times (except for internet bandwidth issues).
	• Remain *available-to-be-on-mic*. You can mute while others are speaking/presenting, but be ready to participate.
	• Avoid distractions: turn other devices to **airplane mode** and minimize open windows on your computer.
	• Feel free to **raise your hand** - on camera or using <u>nonverbal tools</u> in Zoom.
	• Use the phrase "**I'm complete…**" or "**I'm done…**" to indicate when you are done speaking.
	• Be mindful of your "**airtime**." We will occasionally call on people to ensure your voice is heard or create breathing room in the discussion. Consider this an invitation, not an obligation!
	• Have grace with yourself and others. We're all figuring this out together!

Adapted from 360/365 Strategic Alliance