

## GENERAL ZOOM MEETING GUIDELINES/TIPS

### 1. **Keep your microphone muted**

To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking.

### 2. **Be mindful of background noise**

When your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers.

### 3. **Position your camera properly**

If you choose to use a web camera, be sure it is in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants.

### 4. **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.

### 5. **Avoid multi-tasking**

You'll retain the discussion better if you refrain from replying to emails or text messages during the meeting and wait to work on that PowerPoint presentation until after the meeting ends.

### 6. **Prepare materials in advance**

If you will be sharing content during the meeting, make sure you have the files and/or links ready to go before the meeting begins.

### 7. **Proper names of devices**

Please ensure you name (rename) your device with your actual name for easy identification especially if you intend to speak/present.

### 8. **Notify host when you need to be audible**

If you need to speak during meeting you may raise your hand electronically or send a chat message. You would then be unmuted and spotlighted so you can speak.

### 9. **Voting Process**

At the bottom of your Zoom screen are "Reactions" You can electronically say "yes" - green and "no" - red