

## Zoom Instructions and Etiquette

- Click **Start Video** to begin broadcasting from your webcam.
- Click the **Chat** bubble to chat to everyone in the meeting or a specific person.
- Click **Participants** to find out who else is in the meeting and to raise your hand. Only the host sees the raised hand.
- Click **Leave Meeting** to end your session.

You can change how you view others by hovering the mouse at the top right or bottom of the window depending if you are using a laptop or mobile device. **The 3 view types:**

- **Speaker View:** Focuses on the speaker only.
- **Gallery View:** Shows all participants (up to 25 people).
- **Fullscreen:** Maximizes screen so you only see one person and a strip of everyone else either at the bottom or top.

**REMEMBER: Microphones pick up all ambient noise, so keep your mic muted until it's your time to speak.**

- All activities such as eating, drinking, shuffling papers, etc are distracting and when on camera/unmuted can be heard/seen.
- Mute your mic (lower left corner of screen) to avoid background noise and distractions if you have a lot going on around you.
- Consider turning off video (lower left of screen) if you are eating, talking with someone else or anything else that might be distracting to others.
- Using a headset with an external mic for best hearing and speaking capabilities. When using an external mic, be very careful so you do not overpower the leader, speaker, etc.
- When speaking, let others know you are done and saying something like, “that’s all” or “I’m done” or “thank you.”
- Be mindful of your background lighting. If you are sitting in front of a window, you may be completely darkened by the light coming through the window.