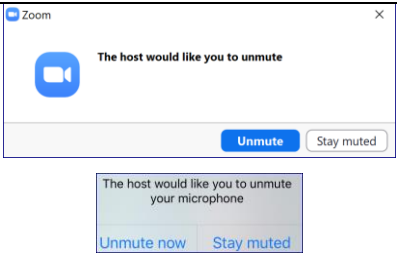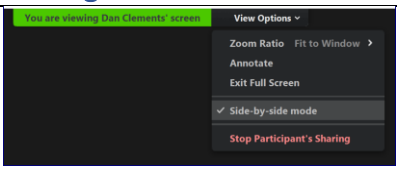# ZOOM Meeting Protocol

General Tips

- **Rename yourself** – so your first/last name is on your image: Participants, Highlight your name, More, Rename
- **Lighting** - avoid having a window or bright light directly behind you, this is especially important
- **Camera** - position smartphone or tablet so the camera is at your eye level, sit it on something (never hold it)
- **Sitting position** - try to sit close enough to the camera so the top of your shoulders appears in camera
- **Smartphone/tablet** - always position them sideways for a bigger image
- **Ear buds** - highly recommended for better audio and transmission of your voice, less annoying for your family
- **Technical issues** – if you lose connection to the meeting for any reason, just join again
- **Chat** – please do not use chat during the meeting as your message may appear on everyone's screen and is a distraction. If necessary, use Chat to send a note to one of the moderators.

Mute/Unmute Tips

- Effective use of Mute and Unmute is critical for larger Zoom meetings. This is the responsibility of each attendee, please try to master this function.
- In general, you should be Unmuted when you first join the meeting, but please Mute your microphone as soon as you are sure you are connected OK and are just waiting for the meeting to start. This allows the moderators to focus on ensuring that everyone else joining after you is connecting OK.
- Raise your hand if you wish to speak, so your hand is visible on camera. When the moderator calls on you to speak, you must Unmute yourself before speaking. When finished speaking, always Mute yourself
- Note that the meeting moderators do not have the ability to Unmute your microphone, this is for privacy reasons. You must Unmute yourself to be heard.
- Short question or comment (laptop/desktop only) – hold your space bar down to Unmute and speak while holding it down, then release the space bar to Mute. This is highly recommended as a good habit for us all to try to develop.

	This message appears while you hold down the space bar, release the space bar when done speaking to automatically return to **Mute**. This feature applies only to laptop/desktop. Space bar use is recommended.
	If you see either of these messages from the meeting moderator on your screen, this means you are speaking but your microphone must be Unmuted so you can be heard. Click on **Unmute** or **Unmute now**

Viewing a Shared Document

	Side-by-side mode is recommended. When viewing a shared document or presentation, click on **View Options** at the top of the screen, make sure that **Side-by-side mode** is checked. Side-by-side mode resizes the shared doc to fit the left panel and offers a vertical bar to make the panels wider or narrower as you wish.

Speaker Q&A

- Please do not use Chat to ask the speaker a question
- Raise your hand to ask the speaker a question, so your hand is visible on camera. When the moderator calls on you to speak, you must Unmute yourself before asking your question. When finished speaking, always Mute yourself.
- Try to keep your question as brief as possible, so we can have time for more participants to ask questions
- After the speaker has finished Q&A and been thanked, please Unmute yourself so we can all applaud in appreciation