

ZOOM Meeting Etiquette & Set-up

If this is the first time using Zoom members will need to install on their phone, iPad or computer. If using your phone, search in **apps store** for zoom.us and then download ZOOM Cloud Meeting to your phone. On a computer got to <https://zoom.us/download> and click on **Zoom Client for Meetings**.

Once their device is set up, your members should just be able to click the link below. If their computer does not have speakers/microphone they can call in on the number to hear.

Control video and audio quality.

Turn on your computer camera (or purchase one if your computer doesn't have a camera built-in) and use your computer speakers (or microphone headset.) You must click the START VIDEO button each new session for the camera to turn on.

Adjust your lighting.

Don't sit directly in front or beside a bright light source, or else all the audience sees is a bright light and a shadowy figure. Experiment with moving lamps and your camera until you can see your brightly-lit face on the screen.

Be mindful of background noise.

Small sources of background noise quickly become a major distraction to everyone on the conference. Turn off TV's, radios and other background noise sources. Keep pets quiet. Do not type on your keyboard unless your audio is on the mute setting.

Mute your microphone when necessary.

Zoom has a "Mute Microphone" option that cuts down on ambient feedback for the audience. When there is a lot of back-and-forth discussion you will disable mute, but you should enable mute when listening to a presenter or anytime you don't anticipate speaking.

Use Zoom's chat function.

You can send a question or statement to everyone or privately to a participant. Be sure to double-check you are sending your message to your intended recipient!

Share your screen.

You can share files/documents on your computer screen by clicking the green Share Screen button. You must open the file on your computer before hitting the Share button. A window will open asking you to choose the file you want to Share. Click the file and your computer screen will be seen by everyone in the meeting. When you are ready to Stop Sharing, click the Red Stop Share button.

