

HELPFUL HINTS *and* TIPS for

A SUCCESSFUL ZOOM MEETING

- Please have meeting materials open on your computer (or printed) so you can follow along during the conversation.
- If this is your first time using Zoom, please take a few minutes to review the introductory video and information linked below.

How to Join a Zoom Meeting: <https://youtu.be/hlkCmbvAHQQ>

Meeting Controls: <https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting>

- Zoom is experiencing significant activity right now. You may need to try multiple call-in phone numbers, if connecting to the meeting audio via your phone. There is no need to choose the phone number area code that matches your region.
- We recommend joining the call a few minutes early to make sure the video/audio is working and you are able to download the software successfully. We want to be efficient with everyone's time by having an on-time start.
- Please be prepared to share your video, if possible. It will help us all feel more connected and focused. The video and audio function will launch upon joining by default. You can turn off the video and mute yourself using the buttons on the bottom left of the meeting screen (see the Meeting Controls video above).
- Please keep yourself muted when not talking to reduce distracting background noise. Be aware to unmute yourself, should you want to speak.
- Lastly, as with any meeting:
 - *Be present and stay engaged.*
 - *Listen when others are talking and try to keep an open mind.*
 - *We want everyone to participate. This means speaking up and sharing your ideas. It also means sharing the floor with others.*