



Before you join your zoom call...

- Be prepared- Is your device charged and set up? Is the camera pointed at your face? Can we see you?
- Are you in a quiet place with no distractions? (pets, television, phone turned off, family members)
- Sit where your laptop/iPad remains still. Are you at work space like a desk or table?
- Wear appropriate clothing
- Make sure you are on time for your zoom call- Show up a few minutes before the call begins
- Mute your microphone before joining the call
- Use headphones if you have them
- Turn on video

While you are on your zoom call...

- Use gallery view to see everyone
- Pay attention to the speaker
- Be respectful at all times
- Mute your microphone if you are not talking
- When you are talking, look into the camera and speak loudly and clearly
- Only one participant should talk at a time
- Click the “raise hand” button if you have a question or something to share
- Use the chat feature to ask questions
- Wait for the speaker to call on you
- Participation- be focused, pay attention so you don’t miss anything the speaker says, be an active participant