



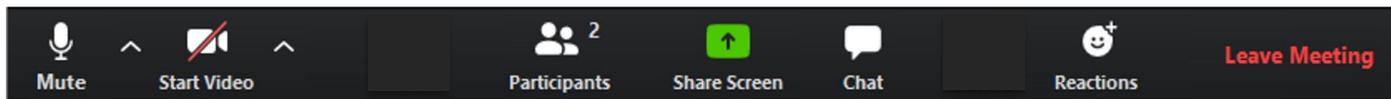
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Suggestions for Zoom Meeting Engagement.

1. Mute when you are not speaking - to minimize background noise and group distractions.
2. Utilize the 'Chat' and 'Raise Hand' function – this helps avoid speaking over each other.
3. Stay Engaged! Avoid multitasking.
4. Share your Video – sharing your video allows for a better “group” atmosphere when everyone can see everyone on the call.

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Know How to Navigate - ZOOM Control Bar



A **B** **C** **D** **E** **F** **G**

- A. This button will allow you to mute and unmute your mic. When the mic is muted a red line will be drawn diagonally through it.
- B. The video button will start and stop your camera.
- C. View the participants in the meeting. This is also where you can “raise your hand” if you have a question.
- D. Share your desktop or an individual application.
- E. The Chat button will allow you to open the in-meeting chat function. You can send messages or questions to one participant or to everyone connected to the meeting.
- F. Have fun with this one – this helps us show we are engaged, but know it can be distracting if used too much (don't be overly engaged :)
- G. Click here to leave or end the video meeting

3

Top Reported Video Conferencing Annoyances – and how to avoid them.



Find a quiet location from which to join your session, making sure you have a good internet connection wherever you are joining from.

Join a session a few minutes early to test your audio and video connections. It is always a best practice to **sign in at least 5 minutes before scheduled meeting time.**

How do I raise my hand?
Raising you hand can be done by clicking “Participants” (button ‘C’ above) in the in-meeting control bar and click on your name, then click on the “Raise Hand” icon highlighted below:

