Zoom Meeting Etiquette

The meetings will NOT be recorded.

- Make sure to remain on mute unless speaking.
- Turn off the video if you are doing something distracting, like moving the camera.
- Share your unique perspectives and experience, and speak honestly.
- Respectfully challenge the idea, not the person.
- Stay open to new ways of doing things, and listen for the future to emerge.
1. Make sure sound is on mute and camera is on.

2. Click on Participants and Chat to open the panels on the right.

Once you are let into zoom meeting:
3. Change your name to include your union.

It will make it easier for everyone to know who you are.

To change name:
1. Go to the Participant panel (that you just opened)
2. Click on your name
3. More button appears
4. Click on more button, one of the options will be to rename.
5. Rename window appears. Fill it in.
Using the chat

We want to encourage everyone to use the chat:
1. to ask questions to presenters,
2. make a comment to everyone
3. make a private comment to just one person

*Questions for presenters should go to Everyone*, instead of a personal chat message to the presenter. *We do not want to distract the presenters while they are talking. We will moderate the chat to make sure the presenter sees the questions.*

To use Chat while in a meeting
1. Click Chat in the meeting controls.
   *This will open the chat window. You can type a message into the chat box or click on the drop down next to To: if you want to send a message to a specific person.*
Raise your hand and other reactions

You can find “raise your hand”
and other non-verbal feedback, such as Yes, No, Slower, and Faster, on the bottom of the Participant panel. Use raise hand to ask a question or vote.

The other reactions and emojis can be found at the more button on the bottom of the participant panel. They will only stay on for 5 seconds.
Other reactions and emojis include: Clapping Hands
• Thumbs up
• Heart
• Tears of Joy
• Open Mouth
• Party Popper (Tada, Celebration)
How to add to the shared whiteboard

While the screen is being shared by the instructor:

Go to the tab that tells you whose screen you are viewing.

Click on the drop down tab that says View Options

At the bottom of the list Click Annotate

Annotate toolbar appears and you can use any of the tools on the public whiteboard