

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.



Turn on Original Sound

Once you are let into zoom meeting:

1. Make sure sound is on mute and camera is on

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



Pixie

Participants (1)

Alida J. Castillo -HTUP (Host, me)

Invite Mute All ...

Chat

To: Everyone Type message here...

Alida J. Castillo -HTUP

Unmute Stop Video Security Participants Polls Chat Share Screen Reactions More End

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.



To: Everyone ▾ ⋮

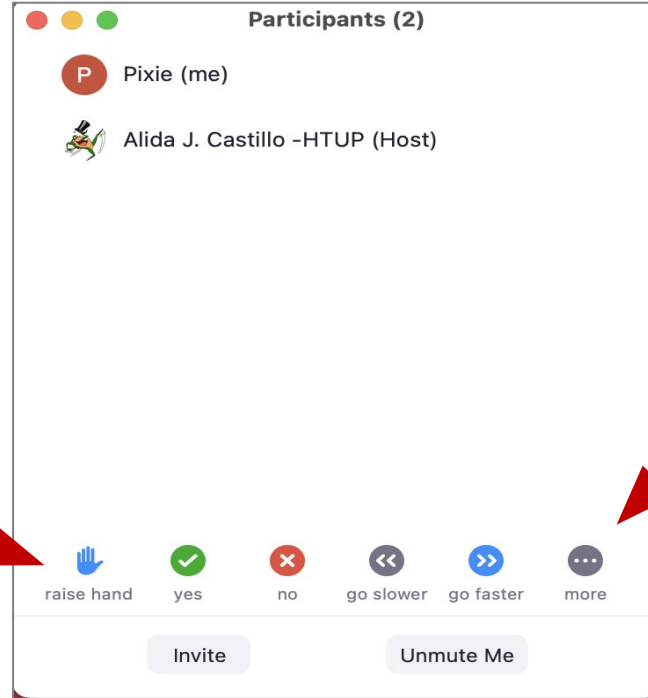
Type message here...

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

