Etiquette when using ZOOM Communications

The person who scheduled the ZOOM Meeting becomes the 'Host' who generally has control of a number of navigation items and settings for attendees to experience an environment that will be enjoyable and a meeting will be fulfilling.

However, there are some housekeeping and etiquette rules that need to be established.

Joining a ZOOM Meeting:

Joining a ZOOM meeting is fairly simple, however if someone has some difficulty, the Host or Chair **should designate someone with 'ZOOM experience'** to help attendees connect successfully. This should be done with 'both muted' and the support person who needs help by phone, to help and identify the issues – then when connected they can unmute himself or herself. Even small background noises adds to the ZOOM environment and is amplified by attendee's speaker system.

If there are too many people trying to help, the information becomes cluttered and the experience is stressful.
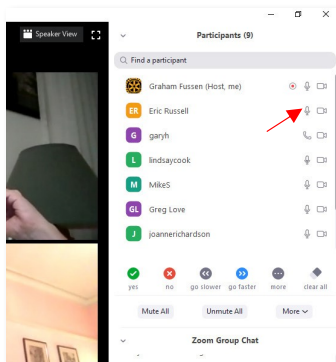
Mute your Microphone:

Once everyone has joined a ZOOM meeting then it is a good idea to 'Mute your Microphone' by clicking on either control.
The MUTE icon on the far left-hand side on the 'Navigation Bar'

Or the Mute link next to your name in the 'Participants Panel'.

When you would like to comment on something, 'Just raise your hand' so the host can see you, then when acknowledged, 'Unmute yourself' and make your comment.

The meeting will become unintelligble if more than one person is talking at the same time, this also applies to any noises you make make.

Leaving the Meeting:

If you 'leave the meeting earlier' then, simply wave at the camera and everyone will get the message.


Sharing your screen:

Ask the Host if you can share your screen, then when acknowledged, share you screen with the attendees.

One tip when sharing your screen

Open all the documents, PowerPoints or Video or image before you join the ZOOM Meeting,
- then minimise these files so that they are still open and ready to select.

Steps:

    1   Click on the 'Share Screen' green button at the bottom of your navigation bar
    2   Select the application you wish to present, (should be surrounded by blue outline)
    3   Then click on the 'Share Button'
    4   Your screen then shown and images of attendees are in a strip on the side
    5   When you are finished 'showing your screen' then click 'Stop Share' red button at top
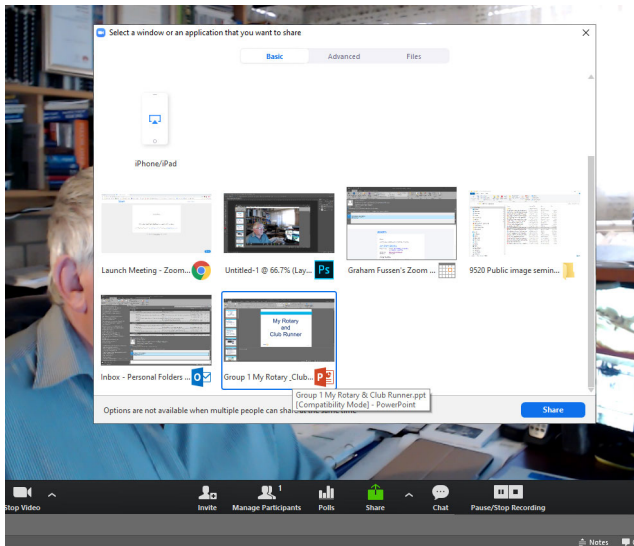
Only one person can share the screen at once.

There are other controls within share, that you can use when more experienced.
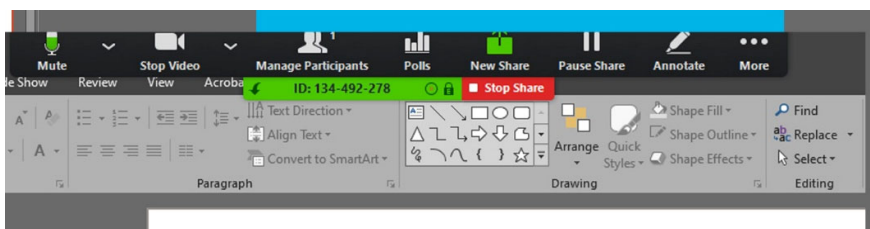
Here are the links to the support documentation and videos on the District Website

https://rotary9500.org/sitepage/zoom-communications-support

All support videos are on this page.

Joining a ZOOM Meeting

This is a PDF file for attendees

Link to this file

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