**ZOOM Meetings: Advice for Groups**

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| **Check Your Tech**   1. Connect and **test your Zoom audio**. 2. If you’re calling in, **enter your participant ID number** to link your computer and phone. Find it next to your name in the “Participants” sidebar. On your phone, press # [number] # to connect. 3. Activate your **camera**. 4. Use Zoom’s [**Gallery View**](https://support.zoom.us/hc/en-us/articles/360000005883-Displaying-participants-in-gallery-view) to see the whole group. 5. If you need tech help, type **[insert name]** in the Zoom chat box for assistance! |  | **Prepare to Participate**   * Remain **on-camera** at all times (Except if you are experiencing “bandwidth” issues). * Remain ***available-to-be-on-mic***. Mute while others are speaking/presenting, but be ready to participate. * Turn devices to **airplane mode** and close other windows on your computer to avoid distractions. * Use the phrase “**I’m complete…**” or “**I’m done…”** when done speaking. * Use [nonverbal tools](https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting) in Zoom to **raise your hand.** |

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| **Agreements for Effective Meeting Space** | |
|  | * Remain **on-camera** at all times (except for internet bandwidth issues). |
|  | * Remain ***available-to-be-on-mic***. You can mute while others are speaking/presenting, but be ready to participate. |
|  | * Avoid distractions: turn other devices to **airplane mode** and minimize open windows on your computer. |
|  | * Feel free to **raise your hand** - on camera or using [nonverbal tools](https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting) in Zoom. |
|  | * Use the phrase “**I’m complete…**” or “**I’m done…”** to indicate when you are done speaking. |
|  | * Be mindful of your “**airtime**.” We will occasionally call on people to ensure your voice is heard or create breathing room in the discussion. Consider this an invitation, not an obligation! |
|  | * Have grace with yourself and others. We’re all figuring this out together! |

*Adapted from 360/365 Strategic Alliance*