

ONLINE MEETING ETIQUETTE: ZOOM TIPS & TRICKS

1. Mute yourself when not speaking
2. Lag time makes group responses difficult to do in unison. It is better to stay on mute when you are not speaking.
3. Zoom has a “Raise Hand” feature to support sharing (see below). You can also send a private chat to the leader to share.
4. To reduce “cross talk” the host can disable the chat feature. Take a group conscience.
5. If you are concerned about anonymity, you can change your name by clicking on the ellipses (...) in the window of your personal image/icon. Select “Rename” to do this.
6. You can add a virtual background to your image by going to the preferences section under the zoom.us menu and select “Virtual Backgrounds”

7. Join the meeting early or stay on after the meeting for Fellowship!

8. To raise your hand in a Zoom meeting, click the “Raise Hand” icon on the bottom left of the Zoom window. When you click the Raise Hand icon, a hand icon will appear next to your name that will notify the host your hand is raised. You will also see the hand icon turn green. When you want to lower your hand, you can click the hand icon again and your hand will be lowered. Keep in mind that a host can lower your hand for you, as well as disable the raise hand feature altogether. If the raise hand feature is disabled you will not see the option to raise your hand.