

Connecting to Zoom and Meeting Etiquette

For Attendees

Prior to the meeting:

- Visit <https://media.santarosa.edu/zoom>
- Download the Zoom desktop app <https://zoom.us/download>
- Test as in the instructions in the “join a meeting video” linked below
- Ensure that you have a camera, microphone, and headphones or speakers available. Earbuds or headphones are preferable to avoid audio feedback and echo. Most modern laptops and all-in-one desktops have a headphone jack, microphone, and speakers built in.
- Test your audio
- Establish online video conferencing connection several minutes before the meeting start time.
- Follow all instructions in the video conferencing invitation and note important supplemental information, such as a backup phone number in case you are disconnected.

During the meeting:

- Share your video and audio
- Ensure the location lighting does not limit your visibility (e.g., avoid backlighting from windows or lamps).
- Stay muted unless providing comment to reduce background noise
- Keep laptop/Ipad on stable surface with webcam at eye level
- Be aware of your surroundings and how you appear visually.
 - Call from a quiet location with no background noise.
 - Close blinds on windows so that you are easier to see on video.
 - Wear neutral, solid-colored clothing. Avoid black, white, or striped clothing.
- Be aware of your behavior. Because you are on a video conference, people can see what you are doing at all times.
- Be prepared to be in place for the majority of the meeting
- When speaking, always identify yourself by name first
- When using chat, make sure you select the intended recipient either “everyone” or the specific individual
- If using your phone, you can use *6 to mute/unmute yourself (stay muted unless providing comment to reduce background noise).
- If using your phone, you can use *9 to raise hand/lower hand
- If using both phone and computer, make sure you turn off the audio function on you Zoom (left lower corner), otherwise everyone will hear an echo.

- Watch best practices video
https://www.youtube.com/watch?v=FAhb8POx7_0&feature=youtu.be

ZOOM HOW TO:

- Joining a meeting video (53 second video): <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>
- Utilizing in meeting chat: <https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat>
- Attendee Controls in a meeting (includes raise hand): <https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting>
- Further training materials <https://support.zoom.us/hc/en-us/articles/360029527911>
- Joining a meeting by phone <https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>