

Using Zoom

Minimum requirement: email address and landline telephone. The email address is to receive the meeting invite and dial-in phone number.

**MAKE SURE YOUR DEVICE IS FULLY CHARGED AND/OR
YOU HAVE THE ABILITY TO CHARGE WHILE ON THE PHONE.**

1. **Before the meeting** - determine the device you will use. Your device needs to have an internet connection and should ideally have a camera and microphone (many desktop PCs do not have these) but a landline phone or audio-only connection will work too. For a lot of people their smart phone is the easiest option; however you may have a laptop/iPad/tablet with a microphone and camera built in that is also a great option.
2. Once you determine the device, you may need to download the software/ app. For iPhones/iPads, in the App Store it's called "ZOOM Cloud Meetings". For a laptop, go to <http://www.zoom.us> website and click "Sign up it's Free" create an account. When you use Zoom for the first time on your laptop, it will ask you to "run" a file to download the software. Go ahead and do this, it only takes a minute.
3. At some point, you will have received an email from the host inviting you to the meeting. In the email is a link to "Join Zoom Meeting", click to the link. In the email is also a Meeting ID and Password. The password is needed if you are dialing in by phone.
4. Once you've clicked the link it should connect you into the meeting. It will ask if you want to connect by video and audio or just video, connect by both. Or, on your smart phone you may be asked to select "Call using internet audio" or "Dial in" and you'll want to select "Call using internet audio" unless you plan to only join by phone, even when you have capacity on a smartphone.
5. Next, you will be prompted to test your microphone. This is important; follow the steps to test the sound and microphone on your device.

A few notes about online meeting etiquette - There are some general rules of courtesy for virtual (and in person) business meetings.

6. If you can, hold off on eating full meals during your meeting. Imagine how unappealing it would be to watch someone up close slurping a plate of spaghetti on a big screen. If

you can, chow down when your meeting is over. If you must eat, you can click on “Stop video” on the control bar so others can’t see you (you can still see them).

7. Even though it’s tempting, try not to multitask too much. And if you’re going to, at least mute yourself.
8. You don’t have to be overly prepared for a meeting you’re not hosting, but try to be on time, having glanced at the agenda.
9. Refrain from private behavior – i.e. scratching your armpits, picking your nose. We can see you! (Again, “Stop video” is your friend here.)

Consider Your Environment - Your surroundings say a lot about you. Let’s make sure that they say the right things.

10. Lights, camera, action! Note, the first item here is LIGHTS. **Position yourself so that most of the light is coming from in front of you** (behind your monitor), instead of behind you. If you have a window behind you, shut the blinds. Otherwise, you will be backlit.
11. Barking dogs and slamming doors are not just annoying in person, they are also annoying via Zoom! **Find a quiet space to meet, shut the door, and mute yourself as necessary.**

If you have any questions, please contact our technical assistants Staci Percy at 989-598-2592 (text or phone) or Will Westerfield at 989-577-0591 (text or phone).