Tips for Using Zoom

- The meeting will be recorded
- Plan to “join” your meeting a few minutes before it officially starts
- Mute yourself upon joining a meeting to reduce background noise
- If sharing your video, consider what’s behind you.
  - Avoid sitting in front of windows
- Do not share your screen unless it’s been preplanned or discussed directly
- Raise Your Hand Feature
  - During a meeting, click the icon labeled “Participants” at the bottom of your screen
  - At the bottom of the window on the right side of the screen, click the button labeled “Raise Hand”
  - Your digital hand will then be raised, lower it by clicking the same button.
  - The same method can be used to raise your hand in a Zoom meeting on a mobile device.
- Meeting Controls Video:
  [https://www.youtube.com/embed/ygZ96J_z4AY?rel=0&autoplay=1&showinfo=0](https://www.youtube.com/embed/ygZ96J_z4AY?rel=0&autoplay=1&showinfo=0)
- Joining & Configuring Audio/Video:
  [https://www.youtube.com/embed/-s76QHshQnY?rel=0&autoplay=1&showinfo=0](https://www.youtube.com/embed/-s76QHshQnY?rel=0&autoplay=1&showinfo=0)