

Zoom Protocols for our Chapter:

1. **Name** - Please be sure your name is correctly displayed on your device.
2. **Electronic Hand Raise** - Know how to raise your hand electronically. Otherwise the host will not see you, especially with the way the Zoom boxes move around.
3. **Mute** - Know in advance how to mute and unmute yourself.
4. **Unmute** - Once you raise your hand, unmute yourself while waiting to be called on, so there is no wait time.
5. **Chat** - If you must send a personal chat, please do so privately *to that person only* and not to everyone. If you don't know how to do that, please let the host know.
6. **Leaving** - If you need to leave before the discussion is over, please do so quietly, *without a chat*.
People sometimes say goodbye and thank you in a chat to everyone while the group is still in session, but that is unnecessary and is distracting, especially to the host(s).
7. **Camera Angle** - Make sure that your camera is aimed at your eye level or above.
8. **Lighting** - Be aware of your lighting, so that it's neither too dark nor too glaring.
9. **Eating** - if you are eating, please turn off your video.
10. **Avoid surprises** - let others in the house know whenever you're on camera and/or microphone and be aware of background or pet noises.

HOSTING/SCREEN SHARING

Run-through - in order to be prepared, everyone should do a run-through with someone before hosting the first time.

Sending the Zoom link to participants - even if you've already sent the link to the participants, it's best to send it again the day before the meeting.

Screen Sharing - practice doing this beforehand, either with the host, or with someone else if you're the host. Among other things, the item to be shared has to be open on your desktop before you start the Share.

Zoom Questions? Email zoomanswers@gmail.com