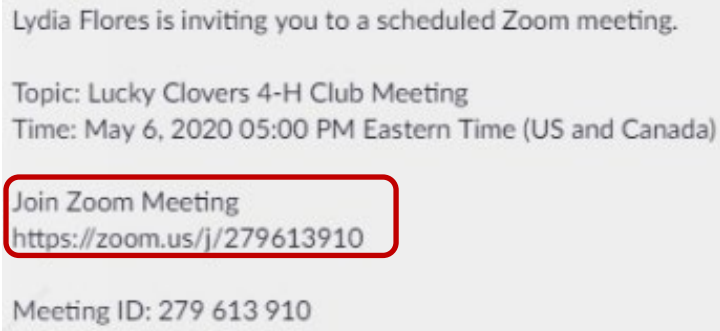


Steps to Attend a Zoom Meeting on a Computer

1. Click on Invitation Link sent by host via email or text message



***If a host only shares the meeting ID and password, you can login to zoom and click *Join Meeting*. Participants will be prompted to enter Meeting ID and password.**

2. Enter Meeting ID and Password (if necessary)
3. Allow Access to Camera and Sound
4. Your controls are at the bottom
 - Microphone and camera on the bottom left
 - Chat to send messages to everyone
5. Click on ***Leave Meeting*** when meeting has ended



Virtual Club Meetings – Best Practices

General Etiquette

- Be prompt – be on time and prepared
- Be flexible – be patient and flexible with changes
- Look presentable with appropriate clothing
- Reduce distractions – connect to zoom in a quiet, organized space
- Use your camera to show you're actively engaged
- Avoid backlight – use front face lighting
- Use a headset or headphones for the best audio quality
- Self-mute – when you're not actively speaking, mute yourself to avoid background noise

Adapted from Learning and Organizational Development team handout

General Organization

- Meeting Chair – someone who maintains control of the meeting from a technology standpoint. Duties include: managing speaking privileges by muting/unmuting participants if they are causing disruptions and monitoring the chat box to help address comments or questions.
- Roll Call Options
 - The secretary calls off individual names or family names and the members unmute themselves to say present/here
 - Have members or families type their names into the chat box
- Voting
 - Smaller group meetings may still use traditional verbal response, raising of hands, or roll call
 - Larger group meetings may still use these options, but they also use a thumbs up/down or ask for only nay votes to speak up
- Recreation Activity
 - Have the recreational officer lead yoga or a dance
 - The activity could also be a simple, mind-building game

