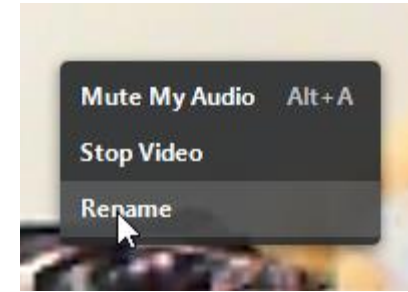
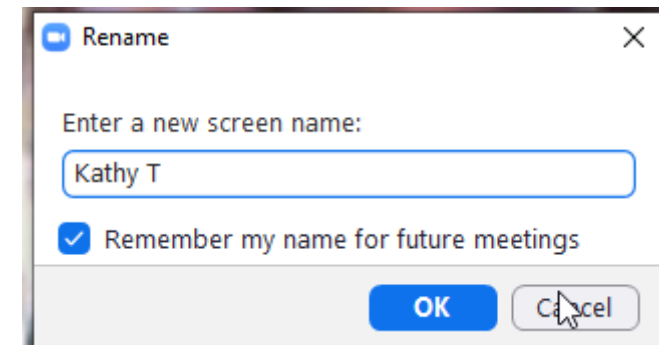


Zoom Best Practices

- Mute yourself when you are not the speaker
- Change your name to your first name and last initial – because we make these videos available for viewing, this is a good idea for security.
- We will open the meeting at 6:30 so you can change your name as needed, or ask for help.

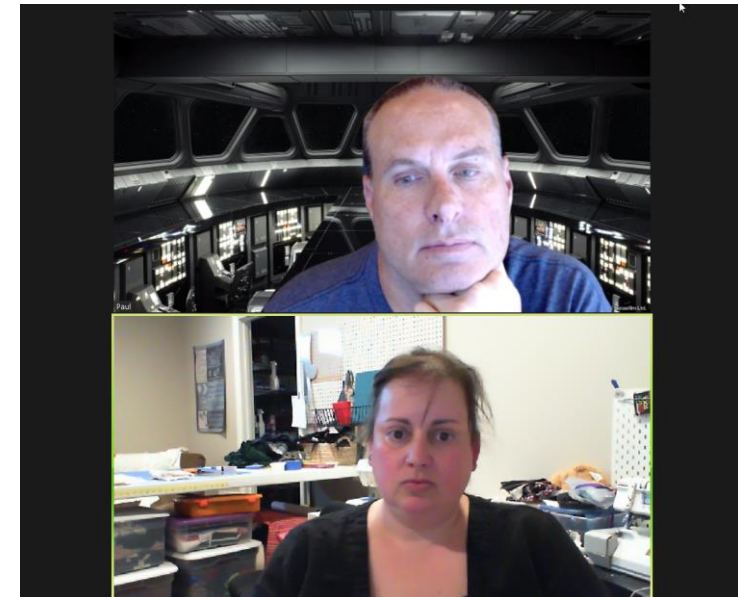
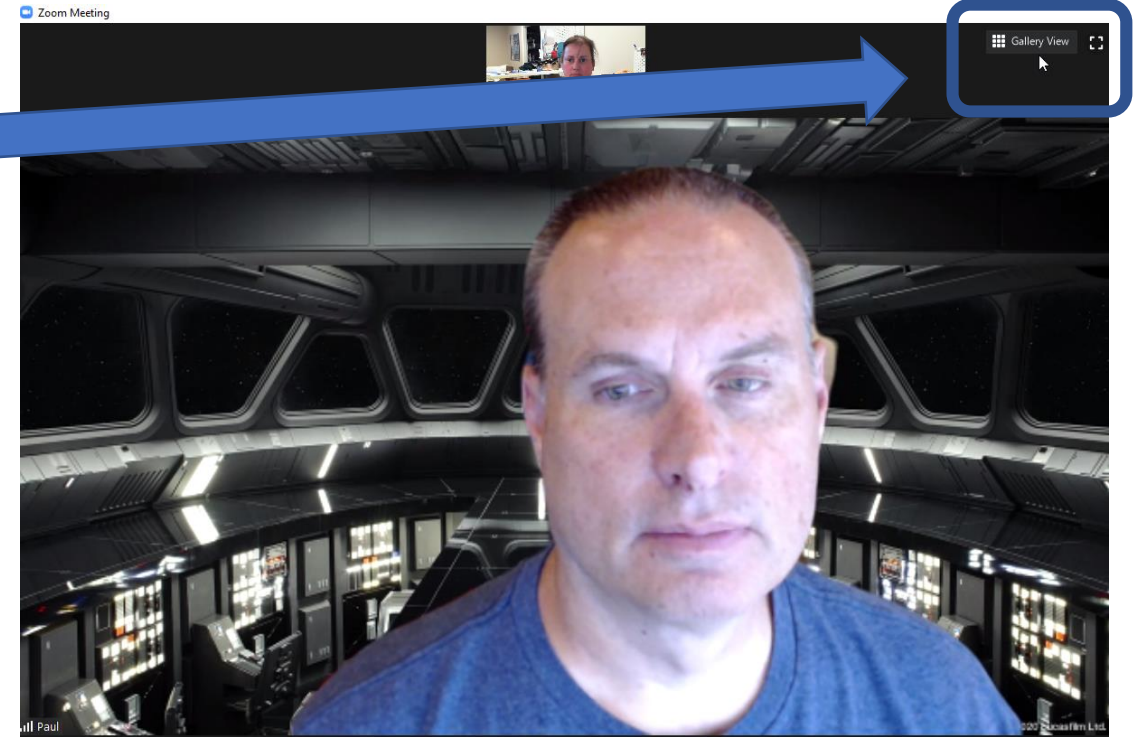


Right click on your video feed in the meeting and you will get this pop up. Choose Rename



Type in your first name and last initial, then click on OK

- You can toggle between speaker view and gallery view
 - Speaker view makes the person talking full screen Many thanks to my husband who took time off from his busy day engaging in Star Wars.
 - Gallery view will give you many boxes with happy faces.
- When sharing your projects with the group, showing photos via screen sharing will give us the best view. There's another tutorial for this.
- If you don't have photos, using your camera is fine. Please step back a bit and take your time so we can appreciate your hard work.
 - The tech team may give you feedback on how we can see items on your camera.



- If you have a show and tell or wish to speak, you can virtually raise your hand this will move you to the top of the participant list and make it easier for the host to find you.

- Click on participant in the bottom menu – you will get a window pop up to the side of the screen
- Click on “Raise Hand” and it will put a little blue hand by your name so we will know you have something to share

- If you can, put a light in front you (behind the camera) so we can see your happy face and a well lit project for show and tell.

