

Zoom Meeting Protocols

- Double-check that you know what the correct meeting times are, taking into account the time zone you're in.
- Please join the meeting 5 – 10 minutes before the meeting begins in case you encounter unexpected technical difficulties or if the Internet connection is slow.
- Before joining, be sure to check system requirements to avoid any connection issues.
- If possible, set up your computer in a quiet place.
- Make sure that your computer is plugged in or is sufficiently charged.
- Cut and paste the zoom meeting link in your browser if the direct link is not working.
- Participants will be held in a virtual “waiting room” once logged in, until the host starts the meeting.
- If you need to take a short break from the meeting, please let the meeting host know.
- Mute your microphone whenever you are not talking.
- It's helpful for you to turn on your video on so that there's visual as well as audio connection among participants.
- If your internet connectivity is compromised by the use of video, you may need to turn it off and just participate via audio; alternatively, the Zoom invitation provides phone numbers for calling into the meeting.
- Use the raised-hand function if you wish to talk; either Jamey or Dan will be tracking raised hands and calling on people.
- Avoid multi-tasking during a meeting.
- If there's a problem with connecting, you can call Dan at 413-854-8133.