

Zoom Meeting Protocols

- Double-check that you've got the correct meeting time, 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.
- Stay seated and stay present on camera (if using); either way, if you have to leave, please let the meeting host know.
- Mute your microphone whenever you are not talking.
- Avoid multi-tasking during a meeting.