ZOOM TIPS

HELPFUL HINTS TO MAKE YOU FEEL LIKE A PRO

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Download or **Update** the App

1 Prior to the meeting, download/update the Zoom App on your computer, laptop, tablet, iPad, iPhone, Android, mobile device: https://zoom.us/download
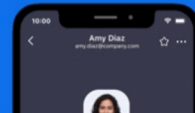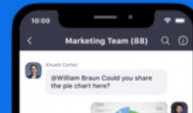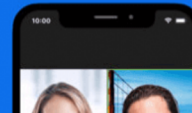

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Test Video & Audio Settings

2

Prior to the meeting, make sure we'll be able to hear and see you:
Zoom Help Center - Video/Audio

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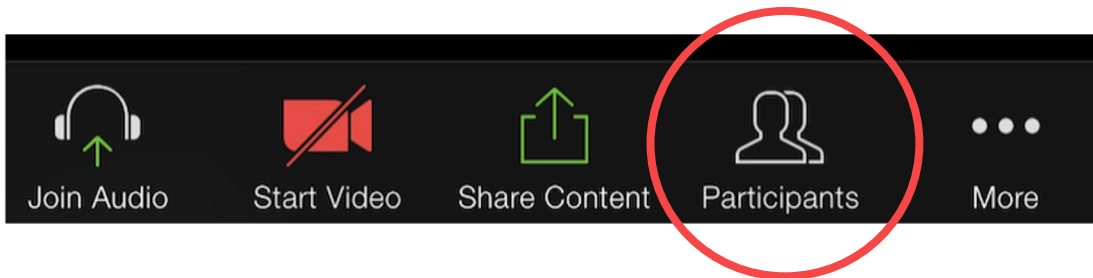
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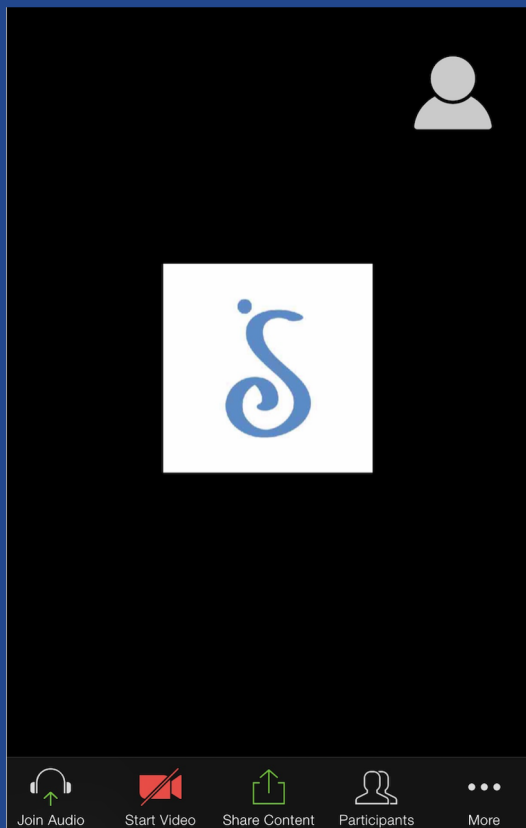
zoom

View Participants & Chat Sidebar

zoom

3

During the meeting, click the Participants Icon to a see list of all attendees.

From here, you can send a chat message to everyone or chat privately with an attendee.

Join Audio | Start Video | Share Content | Participants | More

Raise Your Hand To Speak

zoom

5

During the meeting, all listeners will be muted to minimize noise.

If you have a question or comment, please click the **Raise Hand** to signal to us that you would like to speak.

👏 👍 ❤️ 😂 😮 🎉

✅ Yes ❌ No ⏪ Slower ⏩ Faster

✋ Raise Hand

⏺ Record 😃 Reactions ⋯ More **End**

Vote On a Motion

zoom
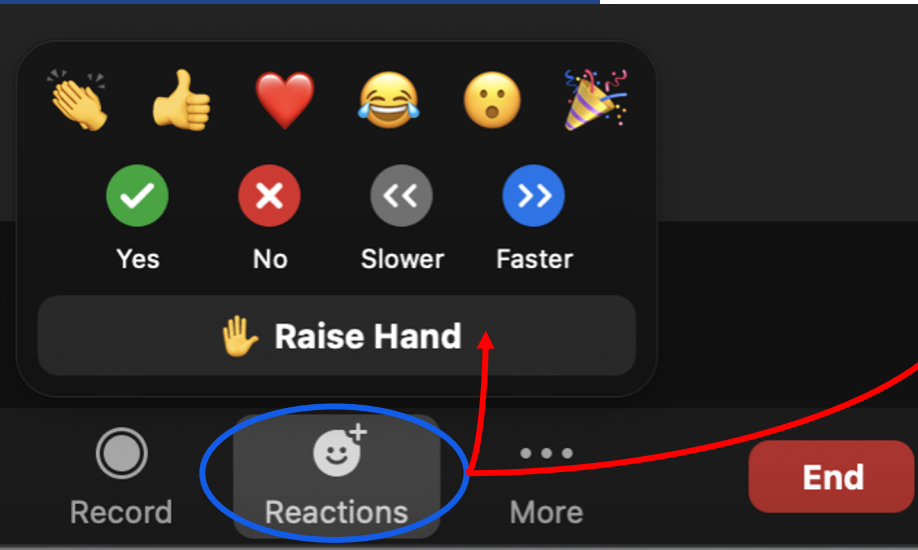
6

When prompted to **vote on a motion**, please use the following icons located in the Participants Panel to indicate your vote:
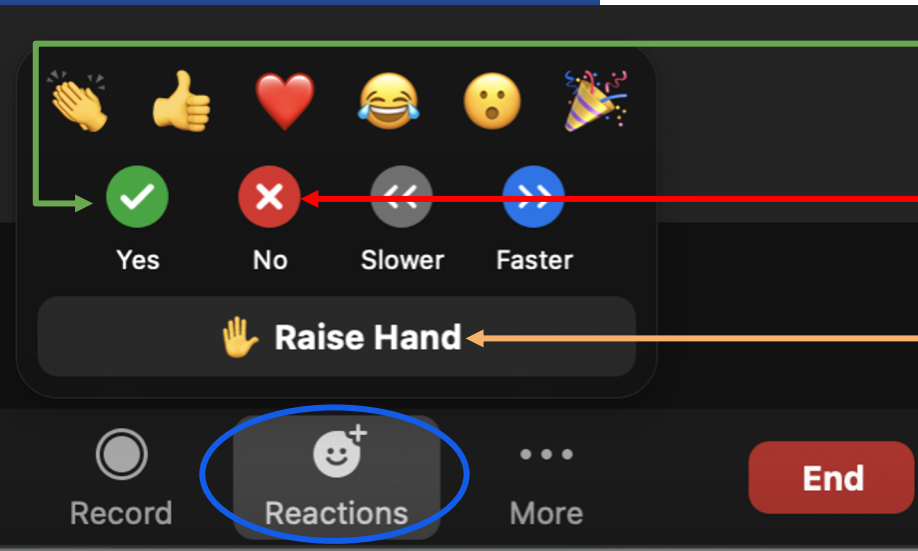
Green "Yes" = **Agree**

yes

Red "No" = **Disagree**

no

Raise Hand = **Abstain**

Member Roll Call

7

To **confirm member attendance**, consider assigning a volunteer to manage this process to ensure accuracy and efficiency.
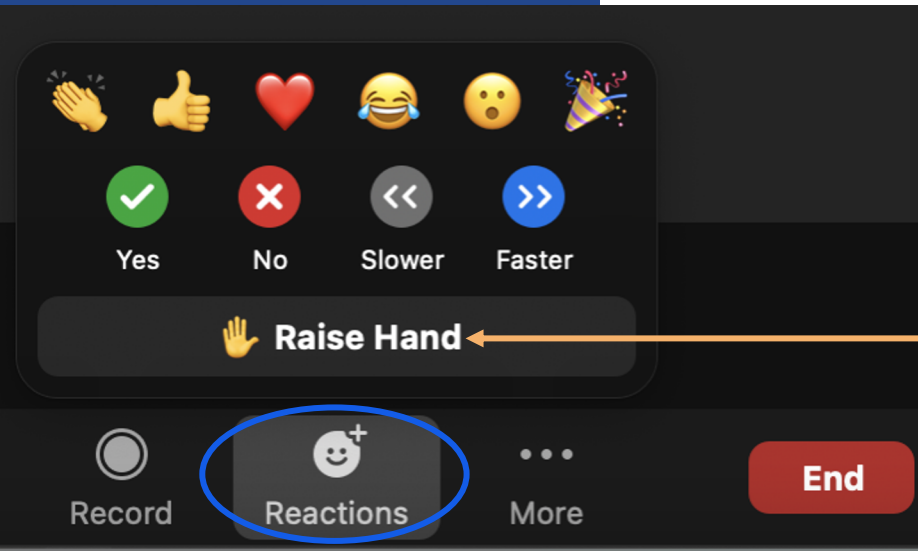
Here are three options for taking roll call:

1. Ask each participant to use the **raise hand** reaction when name is called.

2. Require each member to provide their member ID# in the chat feature.

3. Create a poll for all to respond before starting the business meeting.

Time for a BREAK!

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8

When scheduling a break during your virtual meeting,

it is recommended that **no content or activity be scheduled during the break time**.

This will allow everyone the opportunity to step away from their device so they can be fully engaged during the rest of the meeting.