



Zoom

At home with Zoom!

Meeting Protocol

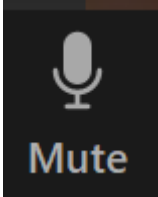
Thank you for your patience.

This is a new way for us to meet and not all of us will be familiar with Zoom.

- Please always **mute** your microphone unless speaking
- Please **raise your hand** if you wish to ask a question or make a comment.
- Please **rename** yourself: First name / group name

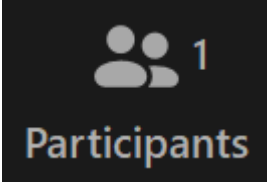
Mute

Please always mute your microphone unless speaking

- Click  at the bottom left of your screen
- Remember to click again to unmute when you want to speak

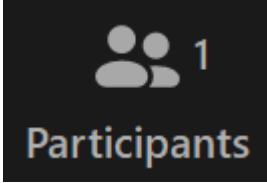
Participants list

This list shows who is in the meeting

- Click  at the bottom of your screen
- The participants list appears on the right
- (Click participants again to hide the list)

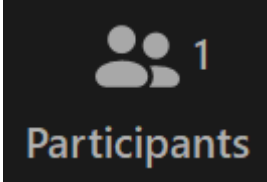
Raise your hand

Raise your hand to show that you wish to speak

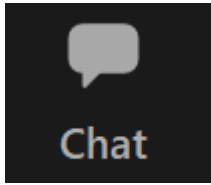
- (Click  at the bottom of your screen)
- Click **[Raise Hand]** button,
at the bottom of the participant list

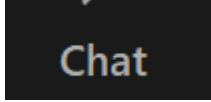
Rename yourself

Like wearing a name badge so we know who you are

- (Click  at the bottom of your screen)
 - Find your name on the participants list (mouse over?)
 - Rename yourself here
 - e.g. your name and your group

Chat



- Click  at the bottom of your screen
- The Chat window appears on the right
- Type messages in the Chat window
- Can be used for
 - sharing information e.g. contact details, website links etc.
 - Asking questions
 - Making comments