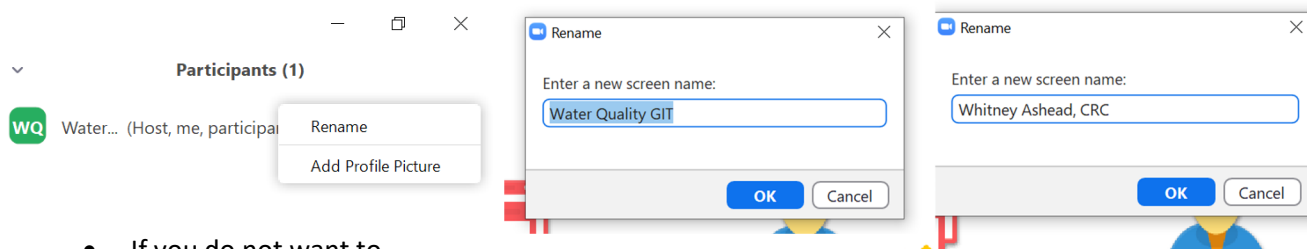


Best Practices for Participants:

A Quick Best Practice Guide for Virtually Participating

Roll Call

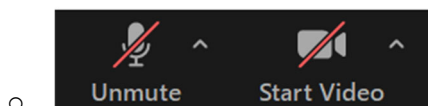
- Rename yourself in the participant list to include your name and affiliation by using the following steps
 - Hover over your name in the participants list
 - Click “More”
 - Type your name AND affiliation
 - Click “OK”
- Or you can click on the three dots in the right hand corner of your screen and click “rename”



- If you do not want to rename yourself, please list your name and affiliation in the chat box
- If you are using phone for audio **and** are logged in- please rename your number to your name using the same process above
- If you are phone only- please announce yourself when cued to do so.

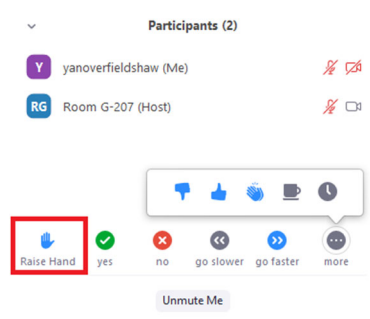
Participating in the Meeting

- **Select Either Phone or Computer Audio** – When joining the meeting only select one audio option, either the phone line or computer audio, but not both.
- **Mute yourself** if you are not talking, the mute button can be found at the bottom of your zoom screen in a tool bar or by your name in the participants list
 - If there is **not** a red line through your speaker (seen below), you are not muted



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- **Confidentiality** – Meetings maybe recorded, so use caution when sharing information that could be captured
- **Identify Yourself** – When speaking during the call, especially if you have not spoken in several minutes, identify yourself by name. This will help the host and meeting participants to follow the call and recognize your voice.
- **Speak Directly into Handset/Headset/Microphone** – To ensure meeting participants can hear you clearly, speak directly into your microphone. •

- **No Side Conversations** – During a conference call, only one person should speak at a time. Side bar conversations prevent attendees from hearing and following the primary conversation.
- **Use the raise hand function, chat, or interrupt when appropriate** - if you have not been acknowledged or are on phone only. The below graphic shows where to find the “raise hand” function



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- If you raise your hand, please but it down when you issue has been addressed.