

# Guidelines for Zoom Meeting

## Before the meeting:



Join the meeting via the **app** or via the **browser** based on the link received.



Ensure you allow permission to **camera** and **audio** when joining the meeting.

## During the meeting:



Mute your microphone when not speaking, in order to avoid echo.



You may disable your camera to save bandwidth.



Use the chat functionality of the video conferencing tool:

- Indicate that you do not hear or see;
- Indicate that you want to speak;
- Share a file;



Use “Reactions” option to give your opinion without interrupting the meeting. It will be displayed for 5 seconds.



To raise a question or to speak, use:

- the “chat” function, or
- the “raise your hand” function

**NOTE:** If you enter a Zoom room after the meeting has begun, you will not be able to read the chats received prior to that time.

**NOTE:** By default, screen share opens in full screen. If “participants list” and “chat” windows are open, the windows will be hidden in full screen. Either click “Exit Full Screen” in the upper right corner or re-enable the windows by clicking “Participants” and “Chat”.