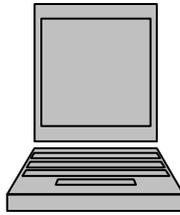


## HELPFUL HINTS FOR VIRTUAL MEETINGS



### TIPS FOR A SUCCESSFUL PHONE MEETING

1. Call in 10-15 minutes early to avoid getting a busy signal.
2. If you arrive early, state your name so everyone knows who is on the call.
3. If you call in AFTER the meeting has started, please do NOT say your name, and immediately press \*6 to mute your phone.
4. Once the meeting has started, everyone except the secretary should mute their phone by pressing \*6.
5. When it's time to share, you can un-mute your phone by pressing \*6. Remember to press \*6 when you're done speaking.

### HOW TO GO TO A VIRTUAL (VIDEO) MEETING

1. IT'S EASY! You don't need to download an app. All you need is a computer (desktop, laptop, tablet) or Smartphone that has a built-in camera. You can even call in using your flip phone or land line phone!
2. Connect to the meeting using the ULR or telephone number provided on the meeting list. **Sample ULR:** <https://us04web.zoom.us/j/123456789>

### TIPS FOR A SUCCESSFUL VIRTUAL (VIDEO) MEETING

1. Connect 10-15 minutes early.  
If you need basic help with zoom (i.e. how to mute, raise your hand, customize your profile name, etc.) connect 20 minutes early and ask the meeting administrator or host for help.
2. If the administrator doesn't mute everyone when the meeting starts, be sure to mute your device by pressing the microphone icon on your device or entering \*6 on your telephone.
3. Remember that others in the meeting can SEE and HEAR  everything that is going on around you, so be aware of your surroundings and happenings while participating in a virtual meeting.
4. Please be patient. Everyone is learning this new way to stay connected.
5. Don't forget Rule 62! ("Don't take yourself so darned seriously.")