Tips for Using Zoom

- Prior to the meeting, make sure you are using the latest version of the Zoom conferencing software: https://zoom.us/download

- The meeting will be recorded

- Plan to "join" your meeting a few minutes before it officially starts

- Join Audio from a single device. All other devices must remain disconnected from audio. Connecting more than one device to audio will cause echo and audio feedback in the meeting.

- Mute yourself upon joining a meeting to reduce background noise

- Screen View
  - We suggest setting your screen to the side-by-side option to be able to view the agenda and panelists.

- Raise Your Hand Feature
  - During a meeting, click the icon labeled "Participants" at the bottom of your screen
  - At the bottom of the window on the right side of the screen, click the button labeled "Raise Hand"
  - Your digital hand will then be raised, lower it by clicking the same button.
  - The same method can be used to raise your hand in a Zoom meeting on a mobile device.

Resources:
- Downloading & Updating the Zoom Desktop Client
- Joining a Zoom Meeting
- Zoom Audio and Video Basics