ZOOM Etiquette

Here are a few tips for participating in a zoom meeting:
Please be informed that similar to other web-based technology, Zoom collects data on its users. Please review the Zoom privacy policy to learn about how such data is used and make an informed decision about your choice to attend."

1. Everyone please mute yourselves. Please only un-mute yourself when you are doing a reading or going to share. Then re-mute yourself. The host will mute you if you are un-muted at other times to eliminate disturbing background noise.

2. If you are calling in on the phone push *6 to un-mute and push *6 again to re-mute.

3. By clicking on the "participants" tab on your screen you will see a list of all the participants at this meeting. Please select your own name (it should be near the top of the list) and click on the 3 dots next to your name. Choose "rename" and change your name so only your first name appears. You can add your phone number if you wish next to your name.

4. If you are calling in via phone, the host will call on you based on the last 4 digits of your phone number.

5. Video etiquette recommends that if you get up and move around during the meeting or if you need to eat during a meeting that you turn off your video feed. You will still be able to hear the meeting, but your actions will not be distracting to others. The host will turn off your video feed if activities get distracting, but you can turn it back on again when you are ready.

6. We may ask for volunteers for the readings and later to share. Open the Participant List by clicking on "Participants" on the toolbar.
   To volunteer, please raise your hand by clicking on the hand icon at the bottom of the Participants List. Click on the icon again to remove your hand.

   By phone you can raise your hand by pushing *9. You lower your hand by pushing *9 again.