

# Video Conference Etiquette and Zoom User Guide

This reference document is to support you and others in having the best possible experience when participating in the online courses and programs in the Wisdom Course Area.

The course/program is a Landmark event, and we ask that you conduct yourself as if you were attending the course/program in person. Please keep in mind the following:

- Dress appropriately
- Set up your environment so that you are not distracted or interrupted
- Keep confidentiality
  - Only the person registered for the event should be on video screen and able to hear what is being said
- Be seated
  - Do not walk around with your camera

## Points of Etiquette

Please review the following points which will allow for workability for the course/program.

### Name Tag

Ensure that your first and last name are accurately shown on the Zoom screen. If there is more than 1 person at your location, please list both names.

*Zoom Instructions: in the upper right corner of your picture, select the three dots and select 'Rename'.*

### Full Participation

**Video Camera.** We will know that you are present and ready to fully participate when your video camera is on. When you join a session, please make sure that your camera is on.

If you need to step away for any reason, please turn off your video camera. When you return, please remember to turn your video camera back on.

If you arrive after a session has begun or leave before the session ends or need to step away, there is no need to announce this.

We recommend that you do not have distractions in the background and have appropriate lighting so that your image shows up on the screen.

*Zoom Instructions: locate the camera icon at the top or bottom of the Zoom screen, click on the icon to turn the camera on and/or off.*

**Microphone.** When you are not speaking, always mute your microphone. If you forget to mute your microphone, the Room Manager will do so for you and you will receive a message letting you know that your microphone has been muted.

*Zoom Instructions: locate the microphone icon at the top or bottom left of the Zoom screen, click on the icon to turn the microphone on and/or off.*

**Sharing.** Please raise your electronic hand if you would like to share.

*Zoom instructions: locate the Reactions icon at the bottom top or bottom of the Zoom screen, click on the icon and another window will open, click on 'Raise Hand'.*

## **Zoom User Guide**

### **System Requirements for PC, Mac, and Linux**

- An internet connection – broadband wired or wireless
- A webcam – built-in or USB plug-in
- Speaker and microphone – built-in, USB plug-in, or wireless Bluetooth

Find more detailed information [here](#).

Note: We highly recommend using a computer instead of a tablet or smartphone. If that is not possible, please use a stand to hold your device.

### **Before Joining A Meeting**

To ensure you are prepared, please test your system by [joining a test meeting](#).

### **Joining A Meeting**

It is not necessary to download an application to join a Zoom meeting. To join your course/program, log into your Landmark account and simply click on “Join”.

You may have received an email with the meeting information. If a link was provided, simply click on the link.

If Meeting ID was provided, go to [www.zoom.us](http://www.zoom.us) and in the upper right, select ‘Join A Meeting’. Enter the Meeting ID and select ‘Join’.

### **Attendee Controls**

When you join a hosted Zoom meeting, you are considered an attendee. Detailed information about these controls can be found [here](#).

Note: some settings might be disabled during the course/program to allow for workability.