



Virtual Meetings

Getting Started



1. What you need

- *Computer, tablet or smartphone.
- *Speakers or headphones.
- *Wifi Connection.
- *Quiet space with no distraction.



2. Join the meeting

*Copy and paste or click the link on the agenda to join the meeting.

*You can choose to use audio only or audio and video.

*Only use your phone or your computer. Using both disrupts the audio for all attendees.



OR



3. Smartphone or tablet

If you join by smartphone or tablet, you can:

- *download the app from the app store.
- *join the meeting from your web browser.



4. Computer

If you join by computer, you can:

*Download the extension (like an app) on your browser.

*Join the meeting in a new browser tab.



5. Click "allow"

*After you join the meeting you will be asked to allow access to your camera and microphone. Click "allow".

*Check your background. It will be on camera for all attendees to see.



6. Helpful Hints

*Use the chat feature if you want to speak or have a question.

*Mute your microphone when you are not speaking.

*Say your name before speaking.



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Virtual Meetings Tips



1. Before the meeting



- *Pick a place with little distraction.
- *Treat this like any in-person meeting.



- *Wear clothes that you would normally wear to an in-person meeting.



- *Light should be in front of you (not behind you).
- *Close window blinds behind you.

2. Be on time



- *Join the webinar a few minutes early.
- *Be ready to participate.



3. Use the chat box

- *When you have a question, you can use the chat box or raise hand icon.
- *This keeps attendees from speaking over one another.



4. MUTE until it is your turn to speak



- *This reduces background noise.
- *Listen when others are talking.

5. Introduce yourself

- *When you are called on, unmute yourself, say your name, and ask questions or make your comment.



6. Be prepared

- *Review meeting agenda and documents in advance of meeting.
- *Do not multi-task.
- *Keep on topic and stay engaged.



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