

# VIRTUAL GROUP TIPS

Let's Zoom Together!



## 1 BE SEEN

We want to see your face. Start your video when you join the Zoom meeting. Sit close to the camera. Check the lighting to ensure you are lit from the front and aren't hidden in shadow. Make sure your computer is on a stable surface.



## 2 BE HEARD

We want to hear your voice. Check your sound. The sound button is a microphone icon on the bottom left of your Zoom screen. Click to mute/unmute your sound. Or click on the arrow for other options, such as test your speakers and microphone. Keep your microphone on mute until you are ready to talk. This way, we can keep environmental distractions to a minimum.



## 3 BE PRESENT

You are important to us. We want your full attention. Silence your phone and email notifications. Keep children and animals out of your group space. It may help to use headphones to filter out noise and maintain focus.



## 4 BE ENGAGED

There are many ways to communicate in Zoom. Sign in with your full name so we know who you are and can call on you. Use the chat function to communicate with the group facilitator and your peers. Select the gallery view in the upper right corner of your screen to see everyone. Actively collaborate in breakout rooms.



## 5 BE COURTEOUS

Let's work together. Avoid talking over other people. Come prepared with your group handouts, pen/pencil, phone, headphones, beverages, and snacks. If you need to step away, use break times to take care of your needs unless absolutely necessary.



## 6 BE YOURSELF

You're on camera. It's awkward. We understand. It can be hard to be natural when you see yourself onscreen AND there are a bunch of people watching you. Relax. Take a deep breath. Let's have some fun!