

Zoom Meeting Instructions

Revised 17Jun21

ZOOM MEETING ETIQUETTE

1. Consider the location where you will be for the meeting. It is important to have a light source in front of you, not behind, so that the attendees can see you.
2. Have your camera in a fixed position, i.e., not a handheld device that will move around.
3. If you need a break from being on camera, you may turn off your video for a time.
4. Mute your microphone when you are not speaking to reduce background noise and distractions. The Host may mute your microphone if you forget to.
5. If you wish to speak or comment in the meeting, click the "Raise Hand" button in the Participants panel.
6. Please do not use virtual backgrounds.
7. All chats submitted to the full group or to an individual will be recorded. Keep the full group chat to a minimum, and only related to the business of the meeting.
8. Voting will be done by selecting *yes/no* option either under *Reactions* or in the *Participants* window, depending on your computer.

TROUBLESHOOTING & CONTINGENCY

1. If you are experiencing technical issues inside the meeting platform, contact Tanya Moxley, synod@nspeidiocese.ca (902-499-1897), or Cheryl Jacobs, cjacobs@diofton.ca (506-459-1801, ext. 1001.)
2. If your device malfunctions and/or you are disconnected from the meeting, attempt to log back in as soon as possible, using the same link.
3. If the Chair loses internet connection and is unable to reconnect quickly, the Vice-chair will continue the meeting.
4. If there is an external interruption to the meeting, which cannot be controlled, the chair will end the meeting for all participants, and then restart it.
5. Everyone will need to log back in, using the same link again.