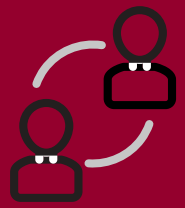


# Virtual Meeting Getting Started



## 1 What you need



- Computer, tablet, or smartphone
- Speaker or headphones
- WiFi Connection
- Quiet space with little distraction

## 2 Join the Meeting

2



- 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.

**OR**



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

## 3 Smart phone or tablet



If you join by phone or tablet you can

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



## 4 Computer

4

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

6



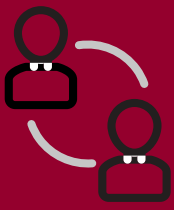
- Use the chat feature if you want to speak or have a question.



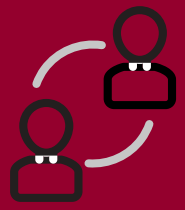
- Mute your microphone when you are not speaking.



- Say your name before speaking.



# Virtual Meeting 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

## Be on time

## 2



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

## 3 Use Chat or Q&A



This keeps attendees from speaking over one another.

## MUTE until it is your turn to speak

## 4



- Reduce background noise.
- Listen when others are talking.

## 5 Ask to speak



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

## Be Prepared

## 6



- Review meeting agenda and documents before the meeting



- Do not multi-task



- Keep on topic and stay engaged