

Video Conferencing Guidelines for Teams

To prepare for your virtual meetings between the team and the school, please:

- Assure that the technology being used and internet is set up and working properly
- Assure that your devices are charged
- Dress for business
- Find a room that is quiet and free from distractions
- Make sure Zoom is installed and able to launch
- Login at designated time and be aware of any time zone differences

Below are some additional guidelines to follow while the meeting is taking place:

- Mute your microphone upon entry and while not speaking. Remember to unmute when you wish to speak.
- Earphones/buds may be helpful if your computer volume does not seem loud enough
- Stay seated and present during the meeting; if you have to leave, please excuse yourself
- Please refrain from eating during the meeting
- Avoid multitasking during the meeting

Troubleshooting

Please refer to the Zoom website for any issues you may be having:

<http://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

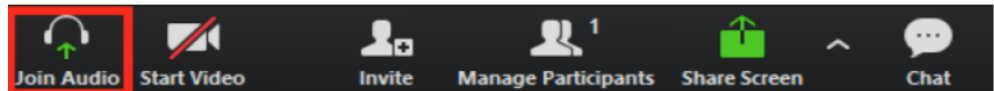
Tips for Joining the Team Meetings

Here is a helpful video on logging into Zoom:

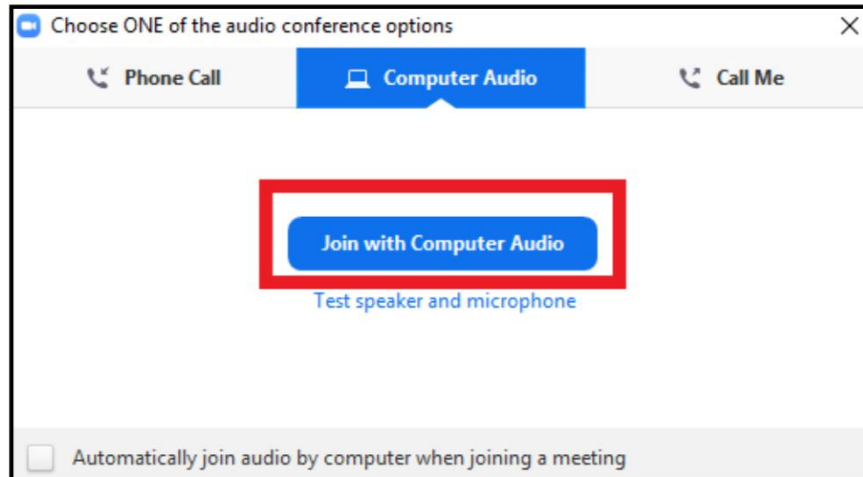
<https://www.youtube.com/watch?v=vFhAEoCF7jg&feature=youtu.be>

Connecting Computer Audio:

1. Join the Zoom meeting.
2. You will be prompted to join the audio automatically.
 - a. If this prompt does not appear, click "Join Audio" in the meeting controls.



3. Under the Computer Audio tab, click Join with Computer Audio



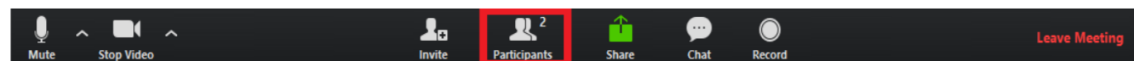
Here is a helpful video on how to test your computer audio:

<https://www.youtube.com/watch?v=HqncX7RE0wM&feature=youtu.be>

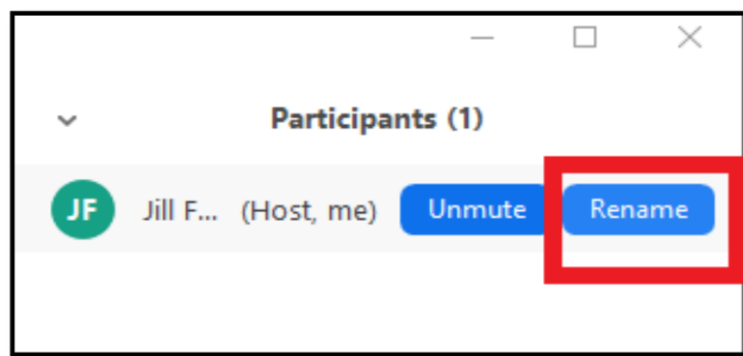
Identify Yourself and Display your Name and Role on the Screen (Rename):

Please display your first name, last name, and role (MSA Team Member, MSA Chair) on your screen by doing the following:

1. Click "Participant" icon

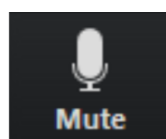


2. Hover over your name and click "Rename" to change your screen name displayed to other participants.



Mute/Unmute:

To avoid audio echo, please mute yourself upon entry and when you are not speaking by clicking on the Mute/Microphone icon:



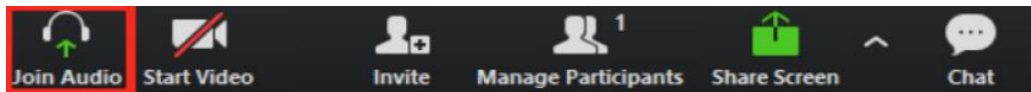
Gallery View:

It is recommended that all users switch their video layout from Active Speaker to Gallery view to view all participants on a single screen by clicking “Gallery View” in the top-right corner.

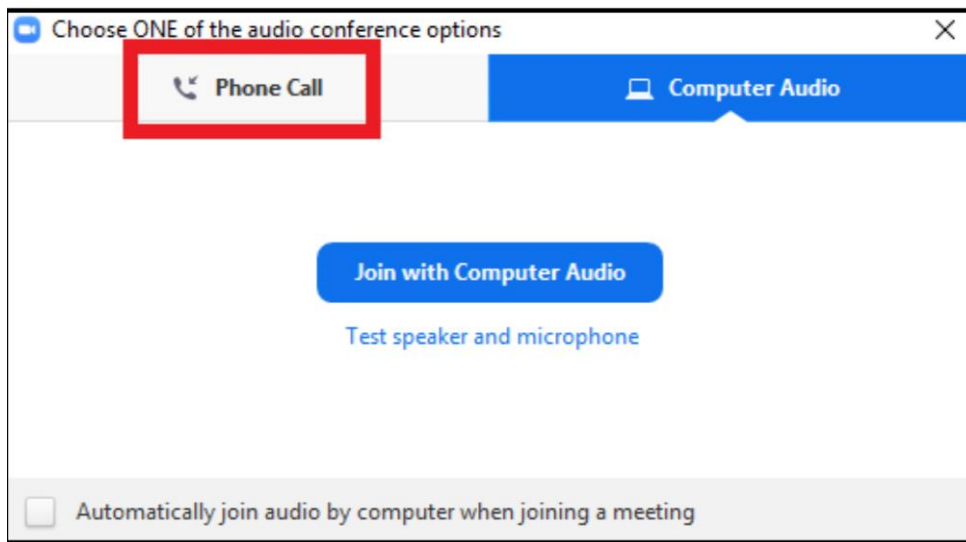
Joining Meeting Audio by Phone (only if experiencing technical difficulties with computer microphone):

If you are experiencing technical difficulties with your computer audio, you may use your phone audio by doing the following:

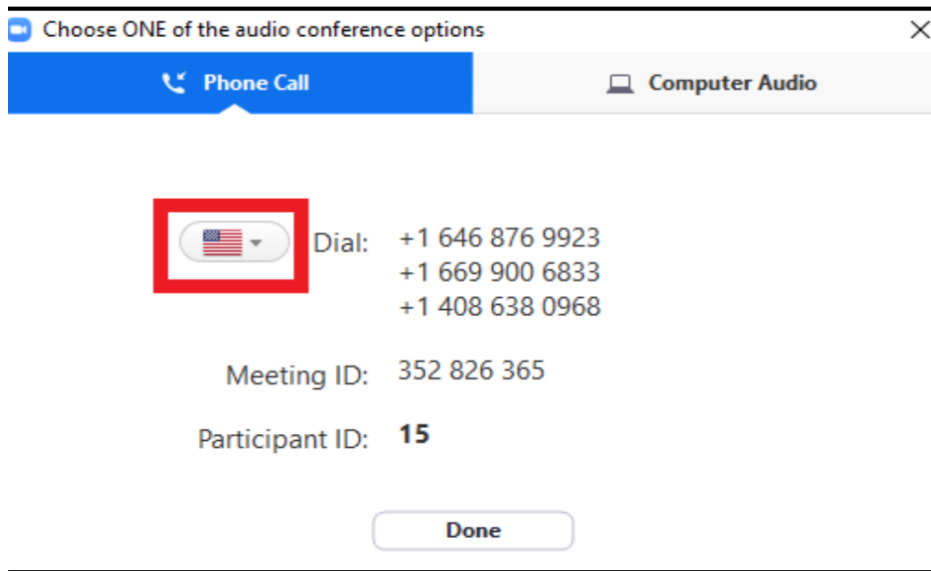
1. Join the Zoom meeting.
2. You will be prompted to join the audio automatically
 - a. if this prompt does not appear or you close out of it, click Join Audio in the meeting controls.



3. Click the “Phone Call” tab



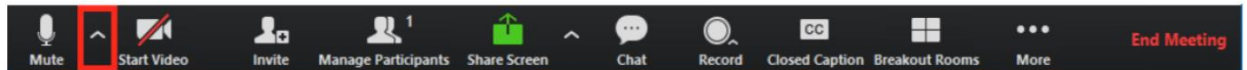
4. Select the country you're calling from in the flag drop-down menu.



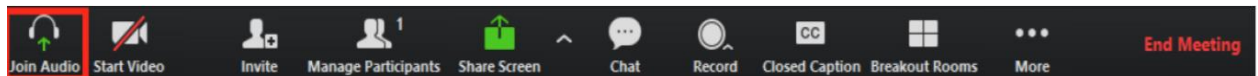
5. Call one of the numbers provided.
6. Enter your meeting ID followed by #
7. Enter your participant ID followed by #

If you joined computer audio automatically, you can leave the computer audio and join by phone.

1. Click the arrow next to Mute/Unmute



2. Click Leave Computer Audio
3. Click Join Audio

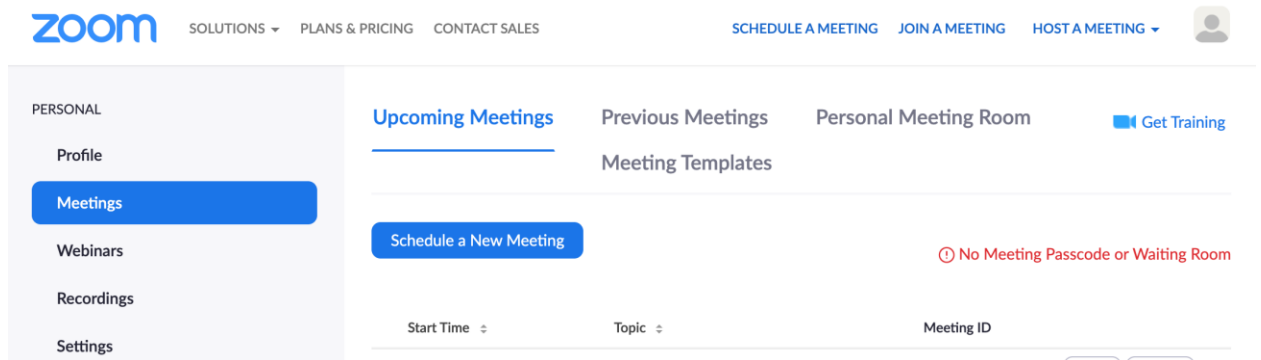


Scheduling Meetings Using Zoom (for Team Chair/Technology Coordinator)

Please refer to the video and helpful tips here for scheduling a meeting:

<https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings>

1. After signing into the Zoom account, select “Meetings” on the sidebar menu



2. Click on the “Schedule a New Meeting” icon.

3. There will be a variety of options available for the meeting.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

› User Management

› Room Management

› Account Management

› Advanced

Attend Live Training

<https://zoom.us/join>

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Time Zone

☐ Recurring meeting

Registration ☐ Required

Security ☐ Passcode ☐ Waiting Room

Video

Host ☐ on ☒ off

Participant ☐ on ☒ off

Audio ☐ Telephone ☐ Computer Audio ☒ Both

Dial from United States of America [Edit](#)

Meeting Options

☐ Enable join before host

☐ Mute participants upon entry

☐ Only authenticated users can join

☐ Record the meeting automatically

4. It is recommended that you select “On” for the Video Host and Participant section.
5. **No meeting should be recorded.**

6. Once the meeting is scheduled, the next page will give you an option to start the meeting, add the visit to your calendar, and give you the invite link as well as the ability to copy the invitation.

The screenshot displays the Zoom 'Manage Team Meeting' interface. At the top, the Zoom logo and navigation links (SOLUTIONS, PLANS & PRICING, CONTACT SALES) are visible, along with links to SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. The breadcrumb trail shows 'My Meetings > Manage "Team Meeting"'. The left sidebar contains a 'Profile' section with 'Meetings' highlighted, and an 'ADMIN' section with links to User Management, Room Management, Account Management, and Advanced. The main content area shows the following details:

- Topic:** Team Meeting
- Time:** Jul 28, 2020 12:00 PM Eastern Time (US and Canada)
- Add to:** Buttons for Google Calendar, Outlook Calendar (.ics), and Yahoo Calendar.
- Meeting ID:** 854 3317 9114
- Security:** Passcode and Waiting Room options.
- Invite Link:** <https://us02web.zoom.us/j/85433179114> with a 'Copy Invitation' link.
- Video:** Host (Off), Participant (Off).
- Audio:** Telephone and Computer Audio.

A 'Start this Meeting' button is located in the top right corner, and a 'Copy Invitation' link is next to the invite link. A blue chat bubble icon is in the bottom right corner.

7. Clicking on the meeting link will start the meeting. It is recommended that you share the meeting link/invitation by adding the link to your team schedule.