

ZOOM BEST PRACTICES



- Connect to internet, hardwired internet is better than Wifi.
- If you do not have access to the internet, use the phone number in the invitation to call in to the meeting. PLEASE NOTE that if you call in, you will only be able to listen.
- If you have internet, click the Zoom link provided in the email. You will also receive a calendar invitation with the link.
- You will enter the waiting room and we will let you know once we are ready.
- Join with computer audio.
- If you see a name that is not yours or a phone number, click on it, choose "Rename" and enter your full name here.
- You will only be able to see the speakers and not yourself. If you can hear the speakers, you are connected and in the meeting.
- You will be on mute until the host/speaker allows you to speak.
- If you lose connection, leave the meeting and re-join. If that still doesn't work, please use the phone number in the invitation to call in.
- Once the meeting has started, you can raise your virtual hand to ask a question of the committee or provide a motion. You can also simply put, "I have a question or comment" in the chat box and we will call on you.
- We will have you vote on some items which will pop up on your screen as a poll. Please click your response/vote and we will share results immediately. Outside of the first poll, only delegates will be able to participate in polls, ask questions, and provide motions.
- If you have any technical difficulties, please put those in the "Chat Box" or text 616-402-2000.
- Meeting is being recorded and will be available to watch afterwards.