

# Virtual Meeting: Zoom Best Practices



## OVERVIEW

For our upcoming Chehalis Basin Board meeting, we will be using Zoom, a virtual meeting platform to engage. First and foremost, our goal is to recreate the engagement and interaction that is so valuable at an in-person meeting. To do this, we're encouraging all participants to participate fully (no multitasking), listen actively, and, for Board members and OCB staff, to share their faces via video if that is possible.

*With a few steps outlined below, we're confident we can create a meaningful connection virtually.*

## BEFORE THE MEETING:

- Test your setup before the meeting: If you would like to test your computer prior to the meeting please visit the Zoom test meeting at your convenience (is available at any time): <http://zoom.us/test>
- Gather any essential items and keep them within reach. Items such as: computer charger, glass of water, eyeglasses, notepad and pen, etc.

## DURING THE MEETING

### Step 1: Join the Virtual Meeting

- Click this link: <https://rossstrategic.zoom.us/j/99774471066>
- Meeting ID: 997 7447 1066

### Step 2: Turn on Audio

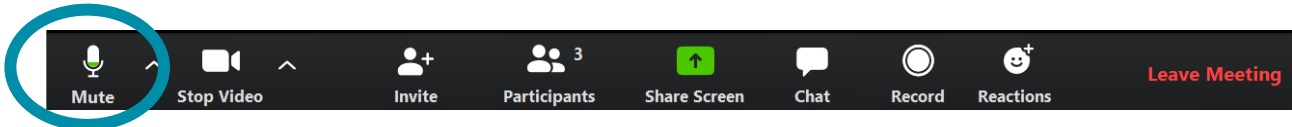
To connect to the audio portion of the meeting, you have a few options:

- **Computer audio and speakers \*preferred option\***
- **Dial in from a phone:** There are multiple call options. If one number does not work, please try another.
  - +1 253 215 8782 <or>
  - +1 346 248 7799 <or>
  - +1 669 900 9128 <or>
  - +1 877 853 5247 <or>
  - +1 888 788 0099
  - Meeting ID: 997 7447 1066

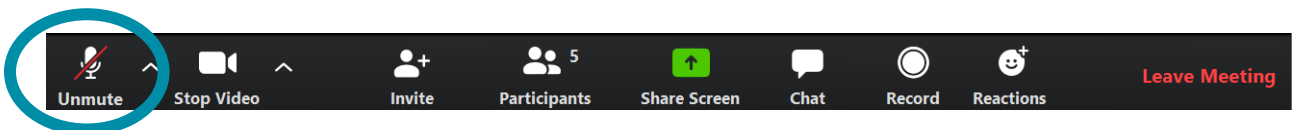
*If you joined by phone please be sure to enter you participant ID code. This is noted on Zoom when you first enter the meeting (typically a two-digit number, e.g., 30#). If you call into the meeting before entering the web portion of the call, you will need to hit # before entering your ID (e.g., #30#). Skip this step if you are using computer audio.*

## Step 3: Engage! Participant Best Practices

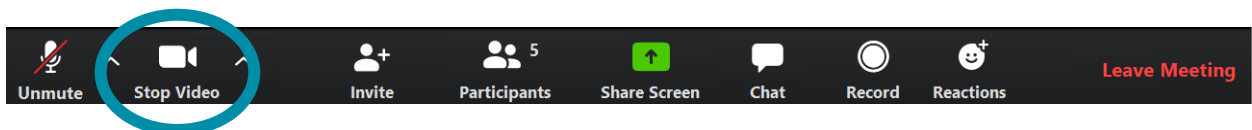
- **Board members and OCB staff:** Smile! Come to the meeting with your camera **ON**: In order to recreate the feeling of an in-person meeting, we are asking Board members and OCB staff to turn their video on. If you're a general participant, please keep your video off.
- As a courtesy, **please mute yourself when you are not speaking**. This reduces the amount of background noise.
  - On the bottom left of the black taskbar, click the microphone icon "Mute". A red slash indicates you are on mute.



- If you would like to talk, please remember to "Unmute" yourself.
  - On the bottom left of the black taskbar, click the microphone icon "Unmute". When the red slash is gone, you are unmuted.



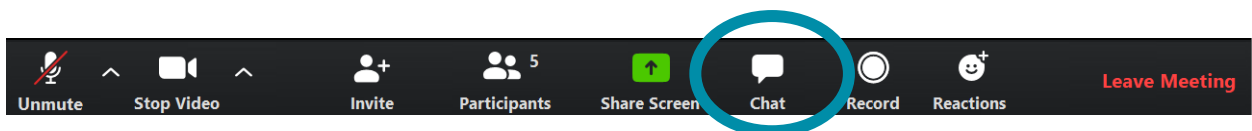
- What if I am told to turn off my video or What if I receive a notification that says, "Unstable Internet"?
  - Turn off your video by clicking on the "Stop Video" button on the bottom left of the black taskbar.



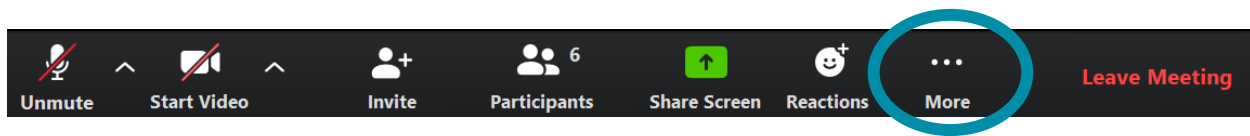
- A red slash will appear when your video turns off. You will still be able to see the screen share and listen to the meeting.



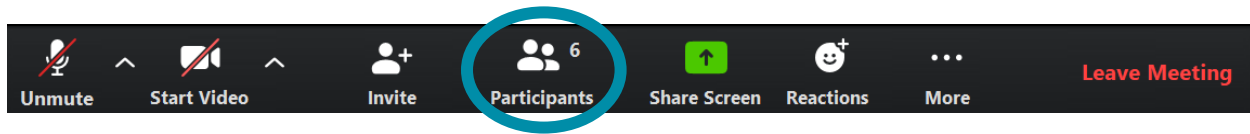
- What if I have a question?
  - You can either type a question in the "Chat" function (button on the black taskbar at the bottom of your screen).



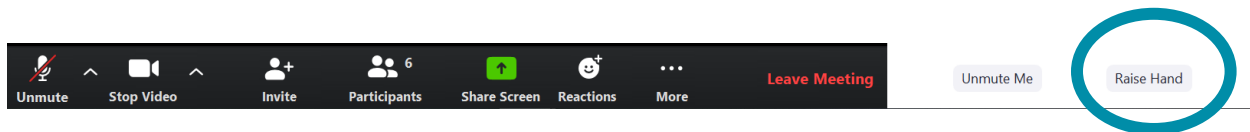
- If you do not see the "Chat" button, click on the "... More" and click "Chat"



- You can also “Raise Hand” by clicking on the “Participants” icon.



- A white sidebar will appear with everyone’s name and at the bottom you will see “Raise Hand”. Click to “Raise Hand”.



- The facilitator will then call on people individually.

## TECHNICAL SUPPORT

If you need any support day-of please contact Tess Wendel via email or phone at [twendel@rossstrategic.com](mailto:twendel@rossstrategic.com) or 206-792-4018. For emails please note **Technical Help for Today’s Zoom Meeting** in the subject line.