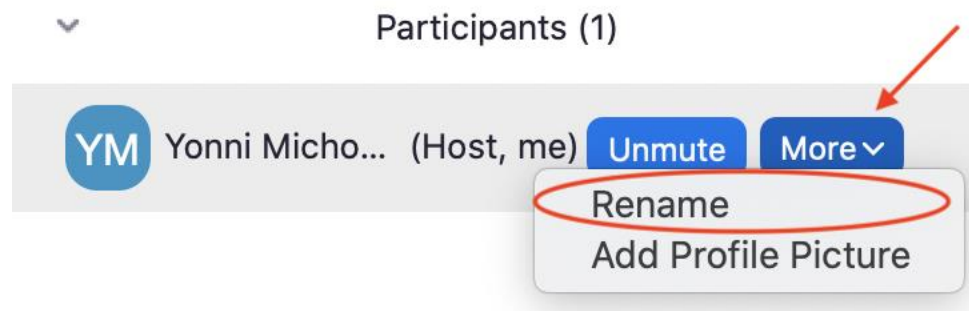


Virtual Meeting Etiquette

There will be an established team lead to guide engagement for all participants. Following the reminders below will help ensure that the session runs smoothly. Please contact Maya at mfrenklach@academyart.edu for technical questions and Zoom support.

Reminders and tips for all participants:

1. Establish a quiet area where others can hear you clearly. Mute any device notifications such as phone calls, text messages, emails, etc. Close out any programs or applications you will not be using to increase your internet bandwidth during the session.
2. Connect to the best internet connection you can manage. Wired connections are better than wireless connections, and wireless connections are better than cellular based connections. If you are experiencing a slow connection, [click here](#) for suggestions on improving your wireless connection.
3. Join the meeting a few minutes early and make sure your name is spelled out correctly so everyone knows who is speaking. To edit your name in the Zoom room, click the participants icon at the bottom of your screen, hover over your name in the participant list, click *More*^, and select **Rename**.



4. Mute your microphone when you are not speaking to limit background noise. Unmute and introduce yourself to the group when prompted (video camera preferred).
 - To mute and unmute your microphone, press the *microphone icon* at the bottom of your Zoom window.
 - To start your video camera, press the *Start Video* icon next to the mute button.

