

Garden Guild Zoom Etiquette

- Be on time. Try to arrive at least five to 10 minutes prior to zoom meeting. Zoom host will open zoom 15 minutes before meeting starts. This will allow you to set up your camera, sound/volume, video and reacquaint yourself with the icons for participation in the meeting. Please set your screen to "Gallery" mode.
- The host/leader will start the meeting. Everyone should mute themselves using the mute button and stay muted until the leader calls on you. You will then unmute yourself after you are called upon by the host/leader. If for some reason, you want to speak, and have not been called upon, please raise your hand either physically or with the raise hand icon found on the lower portion of the screen under the "reaction" button. There is a raise hand icon, along with others. There is also another way on some devices. It is the three dots. Click on those dots and the icons will come up. If you have trouble with this, simply put up your hand and you will be unmuted and called upon. When you are finished speaking, mute yourself.
- Be respectful of others' and don't talk over others or interrupt. In other words, don't unmute yourself and start talking over someone else.
- Everyone should continue muting themselves. Muting your mic when you're not speaking can help keep the meeting running smoothly and reduce background noise.
- Pause more often. Pausing after each conversation point can help avoid interruptions.
- Avoid multitasking: Multitasking can make it harder to focus. If you must answer the door or move around or you have to have a bite to eat, please stop your video so you don't distract others. Then restart when activities you are performing are finished.
- Minimize background noise even though you will be muted. This is helpful for you, so you are not dealing with distractions around you such as dogs barking or vacuums, gardeners. If you need to take care of something, turn your video off and then back on when the distraction is over.
- Adjust your camera and lighting: Try to position your device so it's easier to face the camera, and adjust the lighting so your face is well-lit.
- If, for some reason you cannot participate with a computer, IPAD or phone see if you can partner with someone else at their home.