

## ETIQUETTE

### Etiquette for Virtual AWSC Assembly Meeting

You will be placed in a waiting room until recognized by the Host.

Upon joining the meeting please be sure that only your first name is visible and the service position you hold currently. Please do not unclick the “mute” function this eliminates a lot of background noise.

## CHEAT SHEET

By now everyone knows how to enter a Zoom room. The Cheat Sheet is for users of zoom and hopefully will assist you in navigating through the meeting.

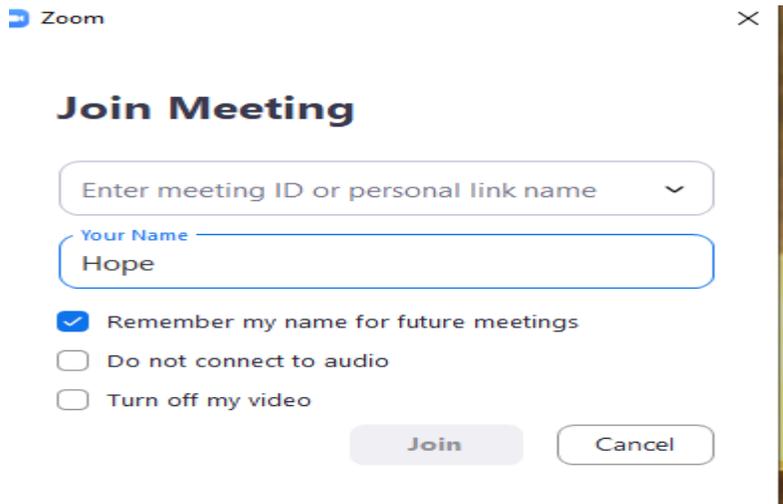
How to Join a Zoom Meeting on your Computer

Open “Start Zoom” and click “Join a Meeting”

Type the Meeting ID in the box

Type your name in the box following this format (find the position that best describes you)

- GR: Hope is a Group Rep from District 14: “GR Hope S D14”
- DR: Sue is a District Rep from District 01: “DR Sue L D01”
- Member: Dawn P is a member from District 13: “M Dawn P D13”
- Officers and Coordinators will write name and role



Enter the Meeting ID  
Enter your name as follows:  
First Name : Last Initial

Click Join

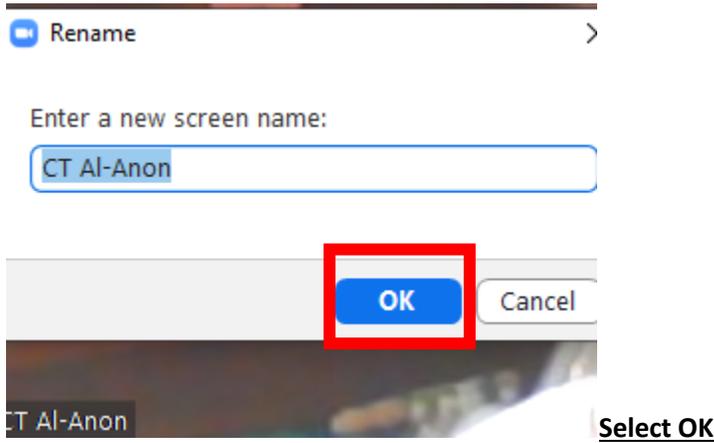
You will enter the meeting – there maybe no sound

Click on Join Computer with audio

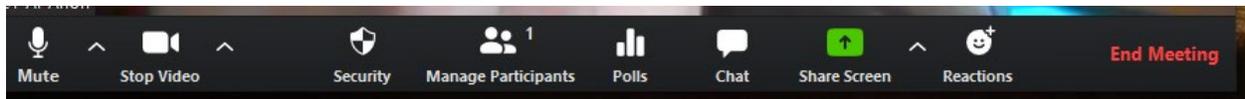
**PLEASE REMEMBER TO MUTE YOUR COMPUTER**

Video will be displayed (for anonymity please do not use a virtual background)

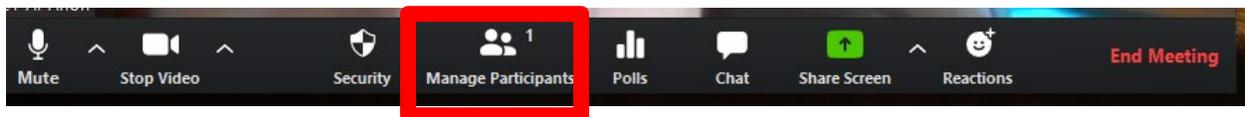
Bottom left hand corner is where you will find a box if it reflects your first name only please add the role you hold as well as the group name



This bar is located at the bottom of the zoom screen which will assist you in navigating through the system during a meeting.



**How to Manage Participants**



1, Allows Host to invite participants in

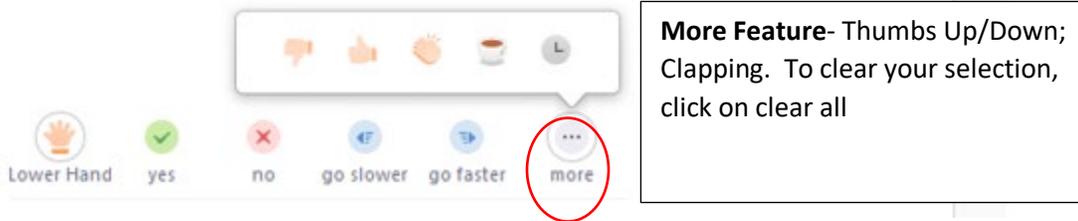
2, Voting for participants!

Click on Manage Participant-

A box will appear like the one belows( can be located at the bottom or the side)

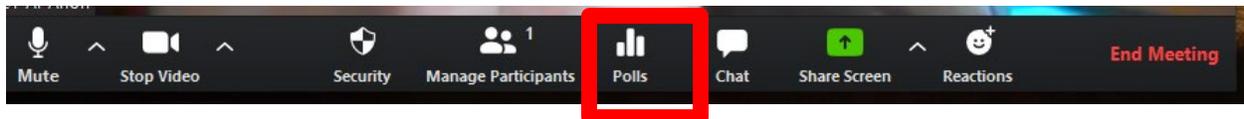
Selection for voting- yes; no

- **Non-verbal feedback icons (if enabled by the host):** Places an icon beside your name to quickly notify the host.



To close this feature click back on the participant feature to close(toggle) on the same feature you chose!

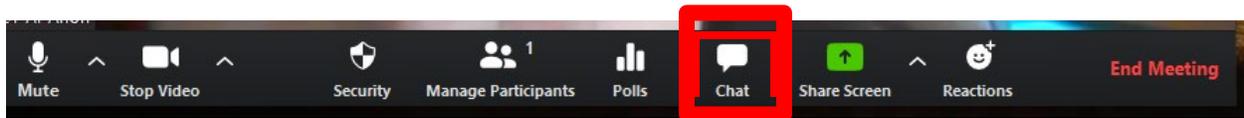
**Ask a question- Use Poll**



1. You can ask a question with this feature

To close this feature click back on the poll feature to close(toggle) on the same feature you chose

**Chat feature**

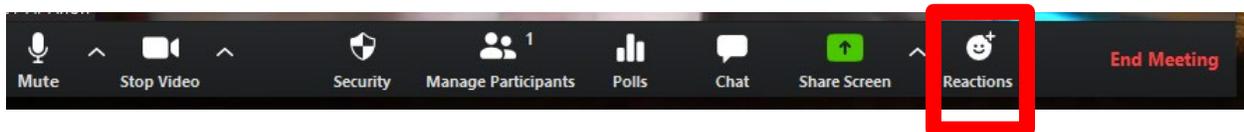


1. This feature will be used to communicate with the Area Chair and/or the Secretary. (It will be turned off) for any other type of communication.
2. To be used for sending motions to Area Secretary Taffy P

Choose the individual you want to chat with Chair or Area Secretary(limited to Chair and Area Secretary)

To close this feature click back on the Chat feature(toggle) on the same feature you chose

**Reaction Feature**



1. This feature is used for either Thumbs up or Thumbs down or clapping

To close this feature click back on the Reaction feature (toggle) on the same feature you chose

### **HOW TO JOIN ZOOM SMART PHONE/TABLET**

1. Go to the app on your device (Google Play, Apple, or Amazon App Store) and download the app on your device. Please be certain you have the most updated version of Zoom.
2. Open/Launch the Zoom app and tap “Join a Meeting”
3. Type the ID number in the box
4. Type your name and the role you currently hold (for Guests type in Guest)
5. You may be required to enter a passcode please do so.
6. Click Join if prompted to do so
7. Click OK to access ZOOM camera --Tap Join with Video
8. Tap OK for Zoom to Access the Microphone— Tap “Call using Internet Audio”
9. You are now in the meeting with video and audio
10. Tap your screen to view icons

### **REMEMBER TO MUTE YOUR SMART PHONE/TABLET**

### **How to Join a Zoom Meeting dialing in on your Telephone**

- On your phone, dial the teleconferencing number provided in your invite.
- Enter the meeting ID number when prompted using your dial pad.

Note: If you have already joined the meeting via computer, you will have the option to enter your digit participant ID to be associated with your computer. If you have not joined on your computer, simply press # again when prompted to enter your participant ID.

Press \*6 to toggle between Mute and Unmute (Zoom participants will see you unmute/muted)

Press \*9 to “Raise Your Hand” (Zoom participants will see you raised your hand)