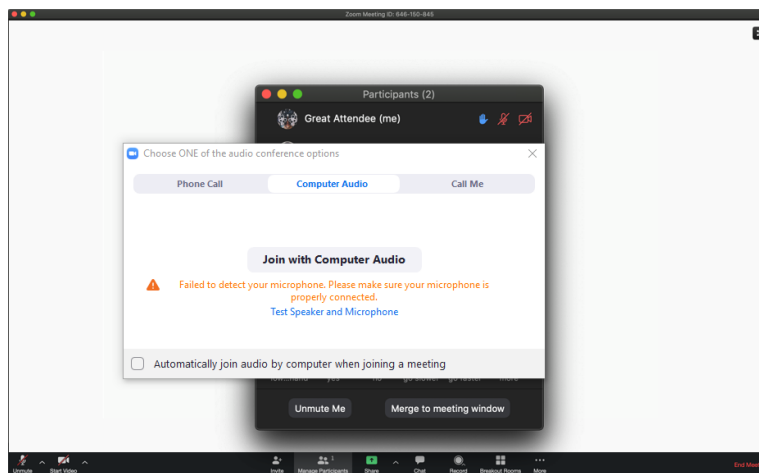


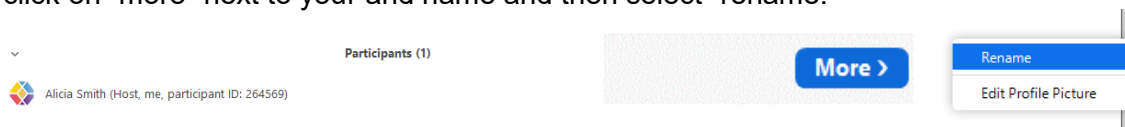
Zoom Best Practices

1. Make sure your Zoom is updated to the [latest version](#). To join a [test Zoom session, click here](#).
2. Please join the meeting 5-10 minutes early.
3. Choose one of the audio conference options for sound:
 - **Phone Call** – Follow the instructions on the screen to call in.
 - **Computer Audio** - Use your computer/built in microphone. It is recommended to use a headset to avoid background noise.
 - **Call Me** – Simply type in your phone number and the system will connect your audio to your phone.

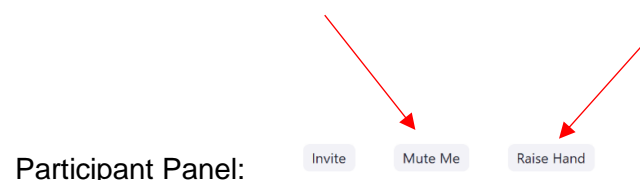
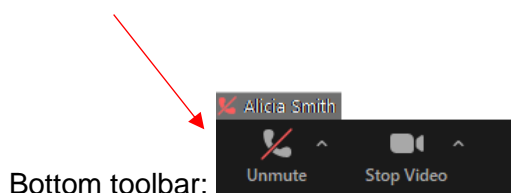
You can change your audio at any time during the meeting by selecting the up arrow on your bottom toolbar in-between the microphone and video icons.



4. Please rename yourself so you are easily identifiable to staff. In the Participants' Panel, click on "more" next to your name and then select "rename."



5. Your microphone will be muted upon entry. Simply click the microphone button on the bottom toolbar or in your Participants' Panel when you need to speak. Please feel free to use the 'raise hand' option in your Participants' Panel to get called on. When you are not speaking, please remain on mute.



Please feel free to reach out to [Lisa Sandoval](#) for additional assistance.