

# Land of Lincoln Pets Rules of Zoom

**Slide 1: Rename**

**Slide 2: Rules of the Zoom**

Welcome to Presidents Elect training. We are going to go over Rules of the Zoom and some Zoom training so you can get the most out of your Virtual PETS experience.

1. First, we would like everyone to rename yourself with your first and last name and your club. Your device might say: Sam's iPad. We would like for you to rename to Sam Smith Columbia Metro. You can do that in the participant function. Click on your name and it will give you an option to rename. Let's do that right now.
2. Please stay muted until you want to speak. You will notice you have a microphone icon and when it has a slash through it, that means you are muted. When there is no slash, it means everyone can hear you. The reason we ask this is because there can be all sorts of background noise that can disrupt the meeting such as dogs barking, phones ringing, etc. Please mute yourself now if you have not done that.
3. It is proper etiquette on a Zoom call to have your video on unless you must step away. If you are on a phone, we ask that you please download the Zoom app so that video will be available to you. The video icon looks like a movie camera. If there is a slash through it, that means it

is off. So check right now to be sure your video camera is on.

4. Please raise your hand in the participant function when you want to answer a question or have a question for the facilitator. See the little blue hand that you will click on in the participant function? Let's all practice that now. Please raise your hand. Now let's lower your hand by clicking on the icon to lower it. (Be sure they know how to raise and lower before moving on.)
5. When you want to answer a question, raise your hand and after being called upon by the facilitator, then unmute and respond.
6. We will be using the chat box. Please find the chat box icon on your device. Let's practice that. Type in the chat box the city in which you live.
7. One last practice. You have a thumbs up icon on your participant function. Please give us the thumbs up if you agree with this statement: I am a Rotarian.
8. We will also be doing polls. The facilitator will ask a question or make a statement and then read the choices to you. He or she will indicate if it is either single choice or multiple choice. Make your choices and then click submit.
9. If you want to see all the participants, you will go to gallery view with a little icon that has a lot of squares. If you want to see the current speaker, you need to go to speaker view which is an icon with just one big square.

- 10. Zoom will be shut down if our meeting is interrupted by unwanted visitors who would compromise our meeting. If that happens, then in 5 minutes login again.**
- 11. Lastly, this meeting is being recorded.**