

Zoom Tips

- **Make sure your mute is on for zoom and your cell phone.**
- **Please log out and rejoin the meeting when you are able if you have a call you must take.**
- **Use the raise hand feature which should be located under the participants icon or share your comments in the chat.**
- **Use the Q and A time or the chat feature to ask questions.**
- **Turn off alerts on your Outlook and all programs to not disrupt the sessions.**

Zoom Tips Page 2:

- For breakout rooms and networking sessions, turn your camera on.
- Close the office door.
- Don't multi-task.
- To avoid Zoom fatigue, try to turn off your own image as it uses more brain power than just looking at the slides and the presenter or other attendees.
- Please refer to this link to rejoin the meeting: <https://bit.ly/3oDcRll>