



#WORKINGFROMHOME

A GUIDE TO ZOOM ETIQUETTE

WITH MORAL FAIRGROUND



MFG Zoom Etiquette

Name: Please make sure that you use your name when logging on to the Zoom meeting as it is easier for us during Q&A session or for 'Chat' feature.

Microphone and mute: During our virtual networking event, please mute your microphone if you aren't speaking as any sound (you coughing or talking to your quarantined friends or your phone going off) will activate the microphone and everyone will be able to hear it. We want you to participate and talk so when that happens please take your microphone off mute. You need to mute the microphone by clicking the button on the bottom left hand side of the Zoom app (see attached picture). Muting your computer simply mutes the sound coming out.

Video: Make sure that you have your video on at the beginning of the event, or as MC instructed, as it is nicer to look at faces than blank screens, and it is a Networking event after all! However, to make sure everyone's ZOOM event run smoothly (the less video on faster internet speed boost), we may ask you to turn off the video during the Speech.

Reactions: So we aren't talking over the top of one another, I would like to suggest that we all use the 'reactions' button found at the bottom right hand side of the Zoom app. There are two options: the "thumbs up" reaction (👍) and "clap" reaction (👏). During our discussion, please give a 👍 if you understand/agree with what the 'Speaker' is saying and a 👏 if you strongly agree or appraise what we are talking.

Chat: We encourage you to put any comments, questions or share your brilliant ideas during the Zoom meeting, especially during a guest speaker's talk. The button is at the bottom near the share screen feature. During the Chat, you can either send a message to the 'Everyone' or simply send message to the participant you need to.

Raising hand: We encourage you to use 'raise hand' feature during "Q & A", apart from the 'Chat' feature. The 'raising hand' feature is on the right bottom section of 'Participants' (when you Click 'Participants' on the bottom of your Zoom screen), and you can click the 'raise hand' button to indicate MC.

Share screen: The share screen function is something that our MC or guest speaker might be used to show you the PowerPoint slides, pictures, videos and etc. during the event.

Echo: If you are in the same room as someone else that is also attending the same Zoom networking event (I'm hoping you are at least 1.5 metres away from one another ☐), you are going to experience audio feedback if you have two computers both running Zoom. The solution: move into a different room so you can both participate in the discussions.

Scheduled Networking Events: MFG will create and send out scheduled Zoom meeting invitations that you can add to your calendar and Zoom app. Then all you need to do click on the meeting at the relevant time.

(Optional) Virtual background: If you would like a virtual background, either a pre-existing one, or a picture of your choice, you can add it by clicking on the up arrow next to 'Stop Video' and selecting 'Choose Virtual Background...' and then clicking on the pre-existing virtual background. Click on the + button to add your own. This isn't perfect and unless you have an existing smooth featureless background (e.g. a white wall) the virtual background will be a little janky around you.

