



# WCRHA

# Zoom Meetings

# Etiquette



# Expectations

1. If you can't hear the speakers, make sure your computer / device audio is turned on.
2. Use the chat and/or 'raise hand' features to participate.
3. Please use the Mute button, unless speaking.
4. Guest must join meeting before it begins. Secretary will record guest name and put on agenda under New Items to allow guest time to bring up subjects or ask questions.
5. Group documents will be shown on screen, if available.
6. Hold questions until report is complete.
7. Be flexible and understanding! We're all adapting together in this digital world.
8. If you have questions on how to use Zoom, please contact Melinda Gaw prior to meeting. Email Melinda with questions - [melindagaw@yahoo.com](mailto:melindagaw@yahoo.com)