YACVic tips for attending a Zoom meeting:

• ONLINE VIDEO CHATIQUETTE •

HOSTING WELCOMING, INCLUSIVE GATHERINGS ON THE INTERNET

HIT THE MUTE BUTTON IF YOU'RE NOT TALKING

This gives whoever is speaking the space to be heard. It also means you can say 'ooh big stretch!' when your dog wakes up from their nap... and no one will hear it.

WAVE AT PEOPLE AS THEY ENTER THE CHAT

A friendly wave and a smile is a non-interruptive but welcoming way to greet people as they enter the video chat, especially if someone else is already speaking!

BE KIND TO ONE ANOTHER

This one probably seems a bit obvious, but it's important to recognise that some people are more confident with technology than others and for some, your gathering may be their very first. Be patient, gentle and kind. But probably don't blow kisses.

TAP YOUR EAR IF YOU CAN'T HEAR SOMEONE

There's a high chance that someone might forget they've muted themselves at some stage, so a gentle, non-intrusive way to remind them that they're muted is to tap your ears. Hopefully they won't think you're initiating a game of Charades.

RAISE YOUR HAND IF YOU WANT TO SPEAK

If there are quite a few of you on a video chat and the conversation is booming, it might be handy ('scuse the pun) to raise your hand when you have something to say. A bit like an invisible talking stick.

PROP YOUR SCREEN UP IN ONE SPOT

The last thing you want to do is cause your fellow video-buddies some sea-sickness by moving around too much. We recommend propping up your phone or laptop in one spot so you reduce the amount of motion and hopefully avoid seeing these kinds of faces looking back at you.

- It's free to use and you don't need an account to attend a meeting.
- The best setup for sound purposes is to use headphones (with a mic) if possible. This helps to reduce an echo-loop.
- Please put your mic on 'mute' when you're not speaking.
- Sit facing (or beside) a light source – if it's behind you you'll be in silhouette.
- If your internet isn't solid then you're better off joining as audio-only – this will massively reduce the amount of data used.
- If you join by dialling in on your phone and you need to step away then please hit 'mute' before putting the call on 'hold' otherwise everyone hears your phone's hold music!!
- Use your ethernet cable (rather than wifi) to improve your internet connection.
- By clicking the three dots at the top right of your video image you can change your name from a username to your actual name so everyone in the meeting can see who you are. You can also Hide Self View if looking at your own face puts you off!

A great video tutorial for using Zoom as a participant by Simon from Youth Disability Advocacy Service.