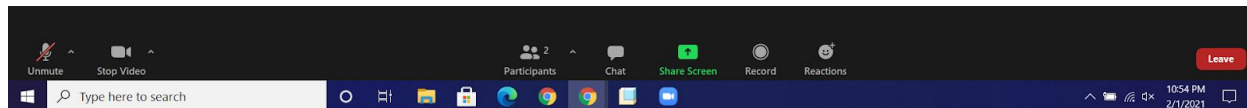


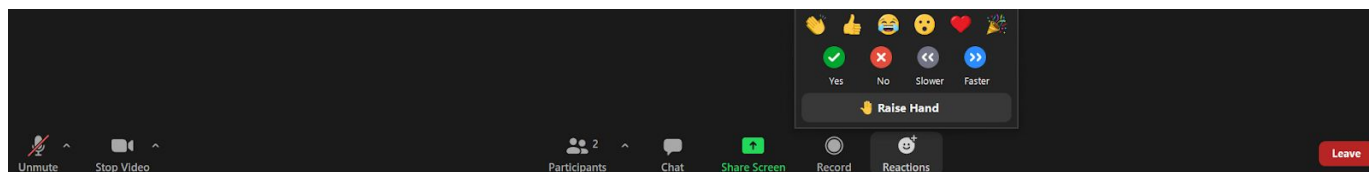
# Zoom Best Practices: Participants

## Advisory Task Force on Expanding the Economic Security of Women

- Before you join the meeting, please...
  - find a quiet, and private space, free from distractions.
    - If you cannot find a quiet space, it may be good to tell those in the surrounding area that you are on an important zoom call.
  - Test your [audio](#) and [video](#)
  - Review how to [share your screen](#)
  - check the strength of your wifi connection and adjust accordingly
- As soon as you join the meeting, please...
  - check to make sure that your microphone is **muted**; this will be shown by the microphone icon in the bottom left corner of your screen. If the microphone is muted, the icon will have a diagonal red line across it
  - check to make sure that your camera is on. The camera icon should be to the left of the microphone icon. If your camera is on, the icon will **not** have a red line across it.



- While you are in the meeting, please...
  - Use the zoom reaction button to raise your hand, then wait for the chair to recognize you before unmuting your microphone and speaking.
    - The zoom reaction button is the second to the right button as seen in the below graphic.



- Identify yourself to meeting attendees; say your name the first time you begin speaking.
- Remember that you are on camera, whether you are speaking or not.

- If you plan to testify before the Task Force you must...
  - sign-in on the electronic sign-in sheet.
  - Wait for the chair to recognize you before you speak.
  - limit your testimony to three minutes.
  
- For more information on how to use zoom, this is the link to the zoom tutorial website.
  - [Zoom video tutorials – Zoom Help Center](#)