

# DMPL Zoom Program

## Tips, Tricks, and Guidelines

### WHAT YOU NEED

- A computer with a webcam and microphone OR a mobile device (phone or tablet)
- An internet connection
- A Zoom meeting invitation with Meeting ID and Password – this will be provided as a link in your confirmation email.
- Zoom App – Please download the software ahead of time here:  
<https://zoom.us/support/download>
- Optional: Create a Zoom Account to personalize your experience. You may do this after you have downloaded the app.

### HOW TO CONNECT

- Click the Zoom Meeting Invitation link in your confirmation email.
  - If you have not yet downloaded the app it will ask you to download and run the program first.
- Once the host admits you to the meeting you can either enter your name or you can choose to sign in to your account.
- You will be asked if you wish to connect by Internet Audio or Telephone. Choose Internet Audio unless you need to connect by Telephone, then follow the instructions.
  - If you need to connect by telephone you will be muted when you enter the meeting. You can mute/unmute yourself by dialing \*6 (star - six) on your phone.

### GUIDELINES

- All lines will be muted upon entry to the meeting. This makes it easier for everyone to hear.
- Please double check to make sure your video/audio is working before the meeting.
- One person per video/microphone.
- Raise your hand in chat if you would like to be called on.
- Keep yourself muted until you speak. The producer/moderator may mute you if this guideline is not followed.
- Be mindful of your video and what can be seen in your background.
- Screen sharing will be disabled.
- Do not post links in the chat.
- Participants are expected to follow the guidelines for virtual programs. Disruptive or disrespectful behavior may result in removal from the program.
- The meeting will be closed 5 minutes after the end of the program.