

Zoom meeting tips for Open studio

- Please be respectful and considerate to the other participants in the video chat
- Background noise and multiple voices are very distracting for everyone so we will keep you on mute unless you are speaking or called upon to speak
- If you wish to speak, click on 'Manage Participants' at the bottom of your screen, you will see a list of all the participants, and at the bottom right there is an option to 'Raise hand'. Click that, the host will see the action and can call upon and unmute you
- If you're having issues with your audio or visuals during the meeting, you can check your settings by selecting the upwards arrow next to the 'mute' button along the bottom of the meeting screen
- There is a 'Chat' option at the bottom of the main video screen, use this to chat via instant messenger to the whole group or individuals within the group by selecting a name from the drop-down menu
- When the host has ended the meeting or you're ready to leave, simply close your screen