ALBERTA ASSOCIATION OF AGRICULTURAL SOCIETIES

Zoom Meeting Guidelines

How to identify yourself when you first log on:
Zoom will allow you to create a screen name. If you should need to edit your information, hover over your name on the right-hand side of the screen and click edit.

Mute & Unmute:
Depending on the meeting settings your microphone might be active or muted. When entering the meeting room, please check the status of your microphone, either via your profile on the right-hand side of the screen, or by hovering over the Zoom tool bar in the bottom of screen. This Zoom bar will feature the majority of icons you might need during your meeting.

If the microphone is crossed out with a red line you are on mute. To unmute, simply click on the microphone icon. Please keep in mind that when you are unmuted all background noises can be heard by all participants.

Start & Stop Video:
When entering the Zoom room, your video is automatically turned off. If prompted by the host, you can activate your video by clicking on the camera icon. If you wish to stop sharing your video, click on the camera icon again.

Chat Function:
You can view the chat window below the list of meeting attendees on the right-hand side of your screen.
The chat can be used to share links, information or pose questions to the moderator/ group.
Within the chat there can be the option to send a message to the group or to a specific individual.
Be aware of which option is enabled and use your best judgement as to what goes into the chat.

Raise a Hand:
An additional function within the Zoom tool bar is Raise a Hand. This function can be used to vote or indicate that you are requesting an active speaking part. When you are inactive, the toolbar will disappear after awhile. If you do not see it at the bottom of your screen, try moving your cursor.

Zoom Polling:
In case of virtual polling, a questionnaire will appear on your screen. Please answer and submit once completed. The host can then share the results with the group. Depending on the type of poll the answers can be anonymous or public.

Reactions:
Zoom allows participants to show their reactions virtually. On the bottom tool bar, you will find a reaction icon, which will allow you to either clap or give a thumbs up, to show non-verbal support or agreement. The selected action will then show as an icon by your screen name.

Break out rooms:
For some meetings the attendees might be divided into working groups. The moderator will place you into a Zoom break out room. Within the breakout room the general chat function will only be readable for your room members. To connect with the host, there will be a separate icon available. The moderator will place you into the room and move you back to the general meeting area. There is nothing you will need to do on your end.