

# Online Group Tips

Use this guide to orient yourself and your group to Zoom basics and online etiquette that will help your group run more smoothly. The first time you meet on Zoom, help your group locate the icons for basic Zoom functions and then read through the list of etiquette tips.

## HELPFUL ZOOM FUNCTIONS

- Start/Stop Video
- Mute/Unmute
- Gallery/Speaker View
- Chat
- Leave Meeting

## ONLINE ETIQUETTE TIPS

- Use Gallery View so you can see others raising their hands or participating in other ways.
- Mute yourself when you're not talking, especially if you have background noise. Raise your hand if you want to respond.
- Stop your video if you need to move around. (When your video is on, we can see you even if we are screen-sharing.)
- Don't monopolize. Give everyone a chance to share.
- Let silences happen. Some people need time to process.
- Keep your answers concise. Try to avoid rambling or talking over one another.
- A facilitator may call on participants (rather than waiting for responses) if needed to keep the discussion moving.