Zoom Introduction
We will be using Zoom to have synchronous meetings. I want you all to prepare and test out Zoom so you can become comfortable using this technology. Please email me ASAP if you do not have access to a device or internet connection capable of video streaming.

Learning about Zoom
The best place to get started with Zoom is Distance Education’s Zoom Web Conferencing page. There are Zoom tutorials, training webinars, and other resources available on this page. Additionally, the Zoom Help Center has comprehensive guides.

Accessing APSU Zoom Accounts
All faculty, staff, and students have Zoom accounts through their APSU single-sign on. To access your account, go to APSU’s Zoom page. Click on “Sign in to Account”, and sign in using your APSU single-sign on credentials. If you do not see an APSU picture on the page you’re signing in on, you are in the wrong place.

Zoom Meeting Expectations
Please use good manners during our Zoom sessions. Netiquette and standard guidelines for classroom interactions should be upheld.

Be Polite
- If prompted to enter your name, enter your real first and last name so others will know who you are.
- Refrain from eating or personal grooming during meetings.
- Try not to multitask – give the meeting your full attention.
- Be on time, review the topic(s) of the meeting, and be prepared.
- Do not talk over others or interrupt – try to wait for an opportune time to speak up.
- Keep your microphone on mute unless you need to speak in the meeting (this cuts down on background noise).
- Keep your webcam off to minimize bandwidth unless otherwise directed.
- Show some grace – be patient as hosts and participants learn to use web conferencing and do not let miscommunications be blown out of proportion.

Manage Your Environment
- Be cognizant about what is behind you – you do not want to embarrass yourself!
- Try to find a quiet place to meet, shut the door, and mute yourself as necessary
- Have the light coming from in front of you. If you have a window behind you,
close the blinds.

- Try to be somewhere in a sitting position during the meeting – do not lay in bed or walk through the park while attending a meeting.
- Try to have the webcam set up so that it shows you from chest/waist up rather than just your face – this can help if you use gestures while talking.

Engage!

- Participate in chats and polls.
- Interact with the host with the emoji symbols (thumbs up, yes/no, etc.).
- Take notes and ask questions when you have them (raise your hand).

Zoom Help

If you need help with your Zoom account, contact Distance Education at online@apsu.edu or 931-221-1039.