

## 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 HelpCenter](#) 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](mailto:online@apsu.edu) or 931-221-1039.