Alaska Commission on Aging

Tips for Meeting Attendees on Zoom

Thank you for joining us today. We have a few requests to make our Zoom meeting as successful as possible.

- When you join the Zoom meeting you will be placed on mute. If you want to speak, please wave your hand or write something in the comments section. Please wait for the Zoom host or meeting chair to take you off mute.
- Be mindful of background noise
  When your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers.
- Position your camera properly
  If you are on a web camera, be sure it is in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants.
- If you are using a camera phone, be sure it is in a stable position and focused at eye level. If you will be moving the phone, please make sure your video is turned off
- Avoid multi-tasking
  You'll retain the discussion better if you refrain from replying to emails or text messages during the meeting