

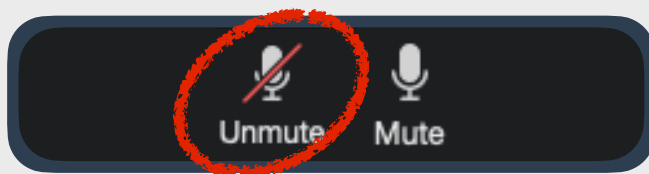
Zoom Etiquette

**POVERTY!
TALKS!**

Virtual Meetings using the
Zoom Meeting Software

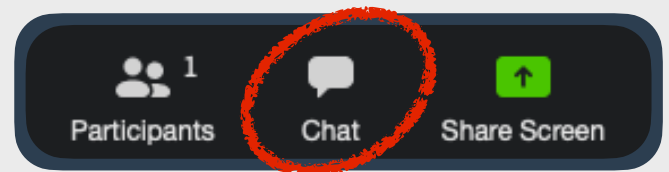
.....
<https://zoom.us/download>

Note: These are general guidelines. The images shown below may differ based on your device, or software version.



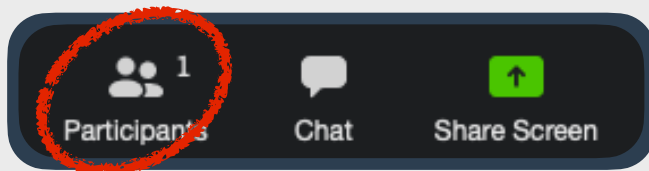
Please Mute

1. Unless you are speaking, please ensure your device is muted.
2. Some Zoom calls may not give you the option to be unmuted.



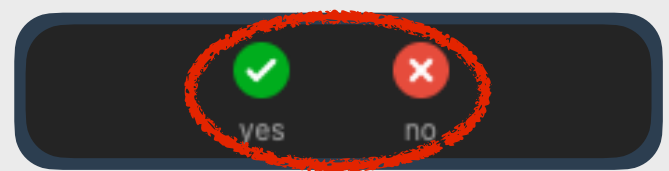
How to Text/Chat:

1. Sometimes you may wish to non-verbally communicate to participants in the meeting.
2. If you would like to chat, click “Chat” in the lower section of your Zoom application.
3. In the “Chat” window, you can either chat to the entire group of participants, or you can also privately message specific individuals.



How to Raise Your Hand:

1. Sometimes the most effective way to get the moderator’s attention is by raising a virtual hand.
2. If you would like to raise your hand, click “Participants” in the lower section of your Zoom application.
3. In the “Participants” window select “Raise Hand”.



How to Vote:

1. Sometimes you may be asked to vote on a topic or question being discussed.
2. If you would like to vote, click on “Participants” in the lower section of your Zoom application.
3. Then click either “Yes” or “No”.

**POVERTY!
TALKS!**

Created for *Poverty Talks*
by *Human Elements Canada Ltd.*
2020

**HUMAN//
ELEMENTS**