

Zoom/Teleconferencing Suggestions

While we transition to an online presence, here are some suggestions if you wish to safely use Zoom

- You may have heard that a public link can be shared and called in by anyone (there have been malicious calls made with inappropriate images/videos shared on calls). However, you can prevent that from happening.
Some safety guideline suggestions:
 - Disable “Allow Removed Participants to Rejoin” in case you do not wish a participant to re-join
 - Disable “File Transfer”
 - Make sure “Join Before Host” is NOT switched on
 - Change screen sharing to “Host Only”
 - Only enable “Co-Host” if you would like other people to help you moderate
- Make sure you are properly clothed (and anyone who would show up on your video at your location).
- Check your surroundings on your video – is everything within view appropriate? (i.e. Don’t set up in front of your wine or whiskey collection.)
- Make sure only invited people are on the call – those who have to log in using a phone or someone else's account should self-identify on the call (verbally or by clicking on the three dots to identify a name).
- Proper etiquette – mute when you join, only unmute when you need to speak.
- Use the “Raise Hand” function for participants to create a speaking order. (This only works if the host has participants and the chat window viewable.)