



SDGs Week

May 17 – May 21, 2021



ZOOM GUIDELINE

ZOOM is an online communication and conference tool that helps businesses and organizations bring people together. ZOOM's easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems. Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from the ZOOM Download Center. Otherwise, you will be prompted to download and install ZOOM when you click a join link.

- Video Tutorial: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting#collapsePC>
- Check and adjust your Audio and Video settings: https://www.youtube.com/watch?v=-s76QHshQnY&feature=emb_logo
- Share your screen:
https://www.youtube.com/watch?v=YA6SGQIVmcA&feature=emb_logo
- **Participant Instructions for Chat, Raise Hand, and Reactions tools:**
<https://www.youtube.com/watch?v=MK80ovbnvj4>

ZOOM ETIQUETTE

Here are some basic guidelines to ensure a positive ZOOM environment for us all:

- If it is your first-time using ZOOM, please be sure to download ZOOM prior to the first meeting and familiarize yourself with the functions and features you may need to use, for example: auto and video settings, mute/unmute etc. You can test ZOOM [here](#)
- Please, do join on time, or preferably 3-5 minutes before the scheduled meeting
- Please, mute your microphone when you are not speaking
- If you have something to share or a question, please raise your hand or use the raise-hand button tool
- Be mindful of background noise during discussion and questions and try to avoid talking over or at the same time as other participants
- Position your camera appropriately and stage your area: Ideally, find a quiet place where you can join in without interruptions. Adjust your camera at a stable position, at eye-level, to help engage with other participants
- The more lighting the better, so we can see one another, but avoid direct sunlight from behind you.
- In order to save data volume you can turn your video off. If you want to ask a question you can then turn it on (if possible).
- Please do not record any zoom sessions, for the privacy and protection of other participants.

