Zoom Tips for the 2020 Rangelands Partnership Annual Meeting

- When you sign in, please use your full name.
- Mute your microphone if you are not speaking.
- Use a headset if you have one. It can help with sound (both for you and those who are listening to you) and minimize some of the ambient noise.
- Turn on video if you can. Having face to face contact can help with communication and connection.
    - Watch out for backlighting – for example, a window that is behind you. This can mean that your face is hard to see.
    - Note: We may need to ask that video be turned off to save bandwidth as that can be an issue with meetings with large numbers of attendees.
- Add a profile image to your account (see below for instructions) so at times when your video is off people can still see your face.
- Consider using the Zoom backgrounds (or upload your own) if you would like to restrict what people see of your home.
- If you share your screen for a presentation, etc. make sure that you don't have anything you wouldn't want others to see on your screen.
- Take some time to explore Zoom's capabilities; there are loads of features in Zoom like reactions (for example – yes, no, thumbs up/down), chatting, etc.
- Relax! We will all probably have some embarrassing moments on Zoom especially with children, partners, pets, and others also at home – that's okay!

★ To add your photo to your Zoom profile:

- Log into your Zoom account (For UArizona: https://arizona.zoom.us)

- Log in using the "Sign in" button

- Authenticate with your account using your institutional log in

- Go to the Profile tab (in upper left)

- Click the link under the photo box to add/change your photo

- Upload a photo, crop as desired, and select Save

- The photo may not immediately appear in Zoom (I think it took about 24 hours for mine to start showing up in Zoom calls).