

## INSTRUCTIONS FOR VIRTUAL TEAM MEETING – BEFORE MEETING AND DURING MEETING

### Before Meeting

#### 1) SIGNS TO HOLD UP TO CAMERA

Make 2 8.5"x11" signs (handwritten or printed in BIG FONT) that say:

NEVER

YES

#### 2) UPLOAD ZOOM VIRTUAL BACKGROUND

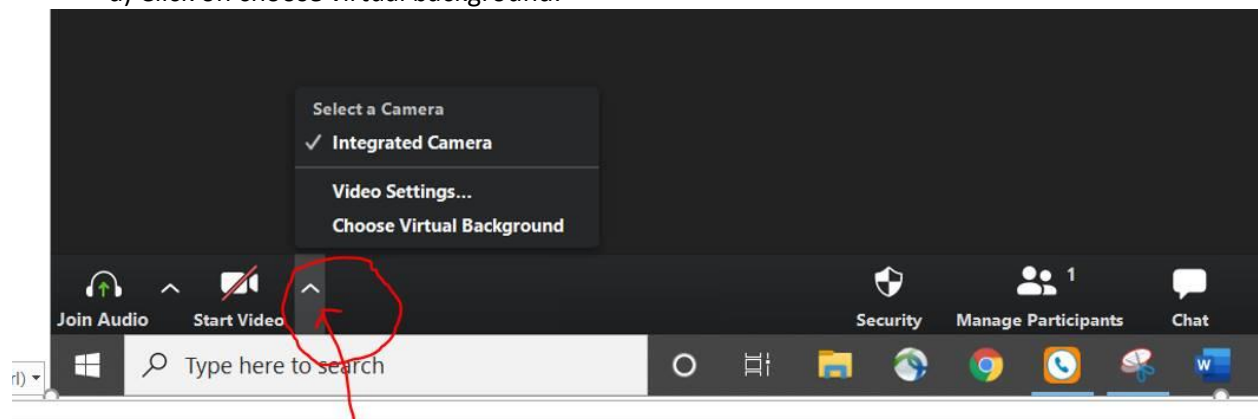
Attached to the email you will find the Virtual Event Zoom background to upload to Zoom

a) Save attachment to One Drive (or your desktop) then upload it into zoom.

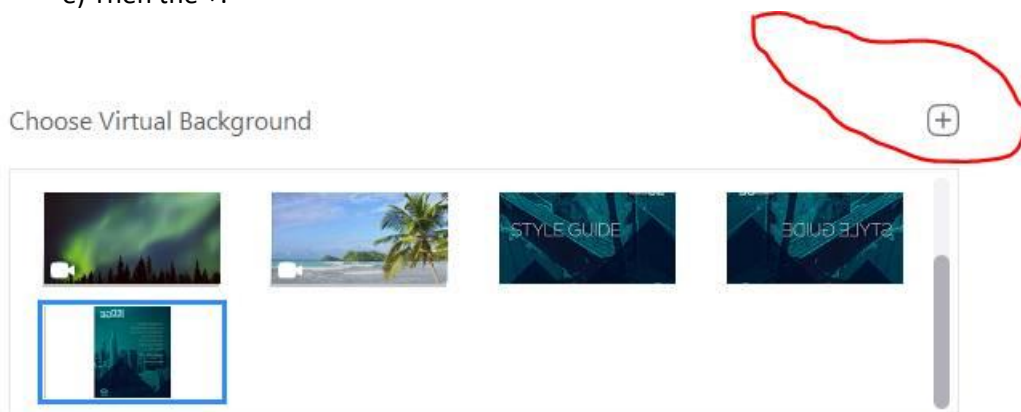
b) Open Zoom (yes, you can do this when you are not going onto a specific call)

c) Click New Meeting

d) Click on choose virtual background:



e) Then the +:



f) Click add image

g) Select file from your One Drive (or your desktop) to upload

h) Select that image

## **During Meeting**

### **QUESTIONS – PRIVATELY CHAT WITH KIRSTEN RENCHER**

Please use the CHAT function to send any questions during the meeting to Kirsten, privately.

To privately send a question, click on the CHAT icon in the bottom, middle portion of your screen

Click drop down next to TO: and select Kirsten

Kirsten will then ask the question(s) to whomever is speaking on the agenda.