Community Management Training Seminars
ZOOM Instructions and Information

1. Please change your viewable name to your full name, first and last.
   a. If you have multiple people at one location, please put each person's name, first and last.
   b. If you have any trouble with this, please use the chat function to seek assistance or email Erica at erica@mhco.org.
2. All Participants will be muted while the speaker is presenting.
3. Turn on your camera and show your face.
   a. OHCS requires all Zoom participants to have a camera and to have that camera on. Without a camera on to show your participation, OHCS will not allow MHCO to report your name as having completed your continuing education requirement.
4. Please post your questions, but not comments in the chat. Comments will be ignored.
   a. Questions *may* be brought up for you during the Q & A portions,
   b. may become future written Q & A articles posted to the website later,
   c. and they may be missed/ignored.
5. Chat functions between participants will be disabled. Please pay attention to the speaker.
6. Please take your breaks during the scheduled break times.
7. You must be logged on at both the beginning and the end of the session in order to receive your 4-hour training credit.
   a. The host will compare the participant list of logged in users once the session has started and at an undetermined time during the last half hour of presentation.
   b. Those who will be credited with their training hours will be emailed at the completion of the presentation.
8. If there are multiple people using one screen to participate in the training, each name must be included in your viewable name.
   a. If you have any trouble with this, please use the chat function to seek assistance or email Erica at erica@mhco.org.

Common ZOOM Etiquette

1. Please do not multi-task during a Zoom call.
2. Please limit distractions within your immediate physical area.
3. Please be fully clothed. Camera mishaps do happen.
4. Turn off your camera if you are going to eat something.
5. Do not have a light source behind or directly above your head.
   a. A light source from above *and* behind your computer screen is best.
   b. Please don't use a light with the fan on. That is a visual nightmare for many.
6. Let others who are with you know that you are on a call so they do not walk into frame.
7. Do not have two computers/devices on the same Zoom call in the same room as it will cause an echo.