

## Zoom – Policies

1. Overview - AAUW Buffalo Zoom Meeting account is for use by the board, committees, interest groups and initiatives. The account is for AAUW purposes only and is not for personal use. The account has a maximum of 100 attendees and no time limit on the length of the meeting. Please note that Zoom also has a webinar product, but the branch does not have a Zoom Webinar account.
2. Requesting Password
  - Fill out the [Zoom Access Request form](#) from the Branch Policies & Procedures page of the website.
  - Sign and return to Zoom coordinator (Secretary or Administrative Director) via [email \(submit\)](#) or snailmail (AAUW Buffalo, PO Box 894, Buffalo, NY 14225).
  - For security purposes, the password will not be shared in writing.
  - Users of the account agree to educate themselves on how to use the account for their needs. Links to basic operating functions are included in these guidelines. Zoom provides extensive training material online as well.
3. Scheduling Meetings
  - Logon to [zoom.us](#)
  - Sign in with email address “aauwbuffaloprogram@gmail.com” and password.
  - Go to *Meetings* to review existing meetings that are scheduled.
  - Verify there is no other meeting scheduled at the time you are trying to schedule the meeting.
  - Indicate in the name of the meeting the interest group, initiative, or committee scheduling the meeting.
  - All meetings are set up with a default to have both a password and a waiting room. The option for a waiting room can be modified, but for security purposes, all meetings must have a password.
  - Other options for setting up meetings include requiring registration, muting participants upon entry and pre-assigning breakout rooms. Please research these options to see if they are appropriate for your needs. Links to documentation are provided below.
  - Once you click on *Schedule Meeting* an Invite Link will be provided. Click the *Copy Invitation* link. A default, generic invitation will appear. Click *Copy Meeting Invitation* and then paste the information into the email you will be using to advertise the meeting. Note that the password is included in the invitation generated by Zoom and there is no need for the attendee to enter it separately if they are joining via the link.
  - Notify the Newsletter editor that you scheduled your meeting with the date and time and if it is a recurring meeting so that she can add it to the branch calendar.
  - If this is a branch program (as opposed to a business meeting of some sort), notify the AAUW-NYS web manager so it can be added to the AAUW-NYS calendar.
  - Since there are multiple users of the account be sure to check all settings for your meeting.
  - More information about how to scheduling meetings is available at the following links:
    - a. <https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings->
    - b. <https://support.zoom.us/hc/en-us/articles/206476093-Enabling-breakout-rooms>
    - c. <https://support.zoom.us/hc/en-us/articles/211579443-Setting-up-registration-for-a-meeting>

#### 4. Running Meetings

- Before you begin, **uncheck** the box that says “stay signed in” right under the blue Sign In box.
- To launch your meeting, sign in to the account using the same email address and password used to schedule the meeting.
- Meetings scheduled on the AAUW Zoom account will show AAUW Leader as the leader.
- Go over the basic rules with participants – whether they are muted by the leader or you ask them to mute themselves, using the chat box to reach the leader, muting themselves if there is noise in their room such as a phone ringing or dog barking.
- Be sure to check the chat box during the meeting in case someone is having trouble or they were not assigned to a room.
- More information about how to log in and participate in meetings is available at the following links:
  - <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting>
  - <https://support.zoom.us/hc/en-us/articles/115005759423>
  - <https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen>

#### 5. Meeting Etiquette

- Please respect the protocols established by leader of the meeting.
- Mute yourself when you are not speaking, particularly if there is noise in the room you are using.
- To speak, hold the spacebar down. Releasing it will once again put you on mute.
- Do not carry on side conversations when someone is speaking.
- Create your camera and audio settings before joining the meeting. It can be distracting to others if you are moving your camera or reaching up to change your audio settings.
- Center yourself in the middle of the screen and position your screen so that your camera is at eye level and other participants have a portrait view of you.
- Consider using headphones or earbuds if you cannot control background noise as well as to help other participants hear you more clearly.
- Position yourself so that most of the light is coming from in front of you. If there is a lot of light behind you, your face will appear to be shadowed to other participants.
- Other etiquette tips are available at the following link:
  - <https://www.gend.co/blog/best-practice-tips-for-using-zoom>

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\*\* The Zoom request form will stipulate the following:

As a current AAUW Buffalo leader, I am requesting access to the Zoom account for the branch. I understand that I may only use the Zoom account for conducting AAUW Buffalo Branch business or programs, and the access information may not be shared with anyone or any organization other than those involved in that activity.