Joining a PAC Zoom Virtual Meeting

Click the link provided in the agenda

The agenda can be found in the Principal's weekly Tiger News email, in the PAC monthly emails, and on the PAC Facebook / Instagram pages.

Once clicked, the app or browser will load and you will be automatically brought into the meeting once it begins

- You may be prompted to install the app first, we recommend joining at least 5 minutes before the meeting start time to allow time to install and setup your phone/computer.

Setting your participant name

When setting up the Zoom app, or joining a Zoom meeting for the first time, you will be asked to enter your name. **Be sure to enter both your first and last name. Please also include if you are a Parent, Teacher or Both.**
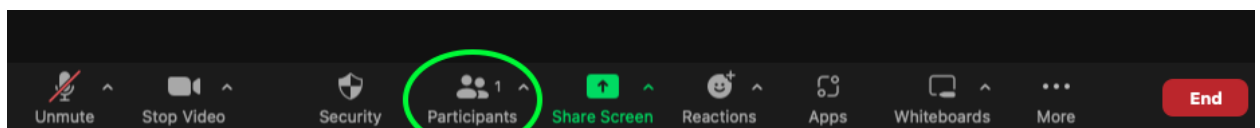
For example:

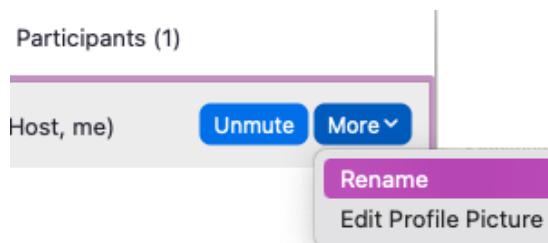Jane Smith, Parent

John Peters, Teacher

Susan Doe, Both

If you already have Zoom setup with only your first name, you can easily update the name once you've joined the meeting.

1. Click on Participants at the bottom of the Zoom screen

2. The Participants window will open
3. Find yourself and click on "More"

4. A menu appears; click on "Rename"
5. Enter your full name and Parent, Teacher or Both
6. Click Rename to save the change

Using the Raise Hand feature

Attendees are asked to use the "Raise Hand" feature for taking turns to speak and for voting.

1. Click on "Reactions" at the bottom of the Zoom screen
2. The reactions menu appears
3. Click the "Raise Hand" button
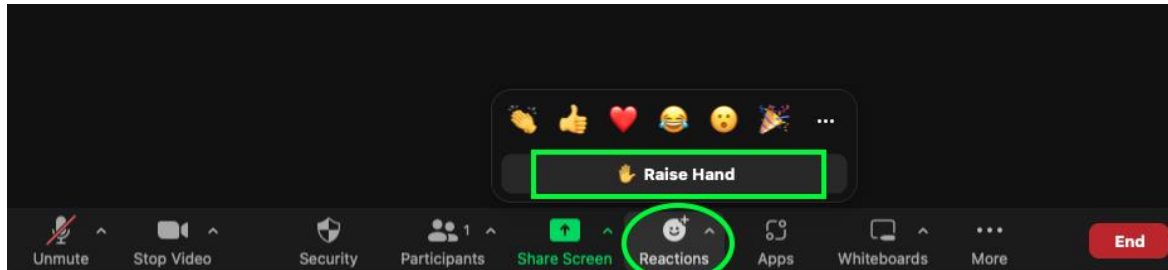
Your hand will remain raised until you lower it. Once you have voted or spoken, be sure to repeat these steps to lower your hand.

Meeting Etiquette

All attendees, in person or virtual, are expected to follow the [Tyson Code of Conduct](#).

- No profanity may be used
- Dress code also expects no profanity; dress as if you were attending in person
- Talking over others or out of turn will not be tolerated; raise your hand and wait to be called upon

Virtual attendees:

- Should try to join from a quiet room with limited distractions or keep their mic muted unless speaking
- Must join independently and cannot share a single login/device
    - If multiple attendees are together in the same space, each person must join from their own device to show participant name and for voting purposes

  Speaker best practices:

    - For ideal sound, and to reduce microphone feedback and background noise, please use earphones instead of phone or computer speakers
        - If you must use phone or computer speakers, please ensure your microphone is muted to avoid a feedback loop.

  Camera best practices:

    - Cameras are not required, but very welcome

  Microphone best practices:

    - All attendees will be muted automatically upon joining to minimize disruption
        - If you are asked to speak, please check whether mute is on or off and remember to unmute yourself to speak and then mute yourself again once done