LOCATION
It's a good idea to set up your computer in a quiet room with a closed door.

THE MUTE BUTTON
Please mute your microphone at all times that you are not speaking. The Zoom videoconferencing program automatically broadcasts a full-screen image of the person who is speaking.

INTERPRETATION
If you are using the interpretation channels (available in French and English), Zoom automatically reduces the volume of the person speaking so the interpreters can be heard clearly.

LOOKING YOUR BEST
To create a professional video appearance:

- Place your webcam at eye level and face it directly.
- Use a neutral background.
- Use appropriate lighting.

EXTRA ZOOM FUNCTIONS
Who has joined the meeting?
Clicking on the “Participants” icon will display a list of everyone who is present.

Raising your hand
The “Participants” menu also contains a blue hand icon. By clicking this icon you will “raise your hand” and alert the clerk that you would like to intervene.

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