

## Guidelines for Connecting Online

### Things to remember for online / virtual meetings or chats

1. Have fun – enjoy the time you spend with friends and facilitators
2. Ask for help when you need it
3. Try something new
4. This is a no judgment zone
5. Be patient and Kind to others



### FaceTime Guidelines

1. Always be respectful 
2. Make sure you text the person first and ask if it is ok to call them through facetime. (Being respectful of people's time and schedule)



3. Call at a good time.

(Don't call too early or too late. People like their rest)

4. Call only when a person is free (not working, not busy, not in the middle of something)
5. Keep your camera steady (It can get dizzying when you move around a lot)
6. Let the person you are talking to if there are other people in the room.
7. Be you (look your best)
8. Say good bye respectfully



Who is Facetimeing me??  
I am very busy!

**GOODBYE!**



## Guidelines to follow during Zoom meetings

1. Be on time



2. Follow directions by the **facilitator**

3. Mute your audio if you are not speaking

4. If you are not muted we can hear what's happening in your house



5. Be thoughtful of your time to speak

6. If you need to talk, you can raise your hand or click the button that shows that you are raising your hand.

7. Be nice and remember not to interrupt the speaker.

8. Be present with the group

9. Do not give zoom links to other people

10. Do not share sensitive information (passwords, email, ID, address)



raise hand

### Tips on how to look great in Zoom meetings / Facetime

- Make sure that your camera is steady
- Have proper lighting
- Can you see yourself on your device?
- If you only see your forehead that is what we all see
- Zoom is like a mirror
- Can you see all the people in the meeting? ( Devices are different so some people with I pads don't seem to have gallery view in the same place as computers.
- Place your device across from you on a table, if it is below you we look up your nose
- Please sit up in a chair during a zoom meeting. Lying on your bed can make people feel uncomfortable.

