

## **Virtual Meeting Guidelines (for Students)**

- ✚ Recording – Zoom has a “Record” option at the bottom of the screen. Do not record anything during a meeting without your advisor’s consent. Also, your advisor should not be recording the meeting without your written consent prior to the meeting.
  
- ✚ Some Zoom links will require you to put in a password when you try to join the meeting. Your advisor should have this information.
  
- ✚ Headsets provide better sound quality and prevent feedback loops and/or significant lags in sound. Use one, if possible. The Hammersly Library has headsets available for check out (see <http://research.wou.edu/equipment/accessories>).
  
- ✚ Please be sure to be on time for your appointments, as it may take a few minutes to troubleshoot technical difficulties that may arise during the limited time you have together.
  
- ✚ After the meeting is over, **click the red “Leave Meeting” tab on the bottom right corner of the Zoom screen.**



- ✚ Zoom has a screen sharing feature (found at the bottom of the screen), which you can use to show your advisor what you are seeing on your end. As the host of the meeting, your advisor may have to provide you access if you would like to share your screen.
  
- ✚ Zoom has a Chat function (found at the bottom of the screen), which allows you to type messages to your advisor during the meeting via your keyboard. This feature can help you maintain communication if technical difficulties arise. It is also a good way of sharing and receiving links in real time.
  
- ✚ You can also save Chats from an appointment with students, for future reference. You can do this manually or set up Zoom to do this automatically. Please find step by step instructions on how to do either option at:  
<https://support.zoom.us/hc/en-us/articles/115004792763-Saving-In-Meeting-Chat>
  
- ✚ Have as much patience as you can! The transition to working remotely has been stressful for students, faculty, and staff. A good attitude can go a long way when technical difficulties arise, for example.