

# MCNAA BUSINESS MEETING

# MCNAA'S ZOOM GROUND RULES

- **Participants Will Enter Meeting On Mute**
  - **Identify Yourself by First & Last Name**
    - Change Your “Picture“ Label
    - Participants Will Be Sent a Personal Chat Asking Them To Re-Name
    - If Identify is Not Shared, the Participant will be Moved to the Waiting Room
  - **To Ask a Question, Raise Your Hand**
    - You will Be Un-Muted or Asked to Un-Mute
  - **Questions Can Be Asked via**
    - Hand Raising
    - Chat Tool
  - **To Avoid Distractions, Broad Announcements / Comments Should Be Minimized**
  - **Questions About Meeting Structure / Agenda Should be Forwarded to**
    - Eric Lanier or Teressa Herbert
  - **Connectivity Issues Should Be Directed to Eric Lanier**
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# TIPS / HOW TO RE-NAME YOUR PICTURE LABEL

## Rename Yourself

- Click on Three Dots or “More”
- Select Rename
- Enter Your First / Last Name
- Click OK

## Raising Your Hand

- Click on the Raise Your Hand Icon / Word