


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**
 - **Chataqua Ellison**
 - **Connectivity Issues Should Be Directed to Charles Moore**
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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

