

# THE POLICY CIRCLE

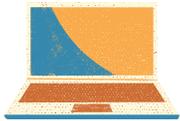
## CIRCLE LEADERSHIP SERIES: HOW TO USE ZOOM

Inform. Inspire. Develop Civic Leaders.

Hosting an online meeting is a little different than in person, while some things remain the same like:

- Reading the ground rules prior to starting the discussion.
- Using the discussion guide to start the conversation.
- Keeping our thoughts on point by using a timer.
- Assigning a notetaker to post a recap.

Here are tips to manage the online discussion:



Let your guests know you will be calling on them individually to eliminate people talking over one another. Based on experience, it's helpful to write down the attendees names who are on the zoom call so that you can go through the list consistently, as a way to incorporate the roundtable discussion.



Have guests use the raise hand feature if they would like to add a comment. In Zoom the raise hand feature can be found by clicking on the participants button at the bottom of the viewing screen. A list of all participants will appear at the right hand of your screen and the raise hand feature is at the lower right hand corner.



Ask people to put themselves on mute when they're not speaking. It greatly reduces background noise and limits distractions for you and for other participants.



If you are the host of the meeting you have the control to mute and unmute or allow your guests the ability to mute and unmute themselves. Using the Manage Participants button at the bottom of the viewing screen you can easily configure which option you want.

Read The Circle Leader [Playbook](#) or contact Judi Willard, [jwillard@thepolicycircle.org](mailto:jwillard@thepolicycircle.org) for more details on running your first meeting, whether face-to-face or online.