

The Deans' Meeting

In order to create a good experience for yourself and others we suggest the following.

WHEN YOU LOG INTO THE MEETING

1. Select Gallery View

Click '**Gallery View**' in the upper right corner of your Zoom window. This way you can view all participants at the same time.

2. Verify your name

Check that your name is displaying next to your video. If it isn't displaying correctly then click on the blue '...' icon and rename yourself.

DURING THE MEETING

3. Select 'Mute'

If you are not speaking make sure you are on mute so that the system doesn't pick up any background noise.

4. Use the Chat function

You can use the chat function to ask questions of the panel or the Chartered ABS support team or communicate with fellow participants.

