

# Sample – Practice Group Name

## Zoom Guidelines for Online Divorce Options Participants

To preserve your confidentiality, we will not record the presentation.

**If you would like to change your screen name to a private nickname:**

1. Hover your mouse over your picture and look for the Mute box. To the right of that are three dots.
2. Click on the dots and you'll see **Rename** halfway down.
3. Whatever you type into that box will be listed as your name today.
4. Professionals will list their names and titles.

**If you have questions during this presentation:**

1. At the start of the presentation everyone will be muted, except the presenters.
2. Please raise your hands in the video so the speakers can see them and respond to you. If your question is very specific and not likely to be relevant to several participants we may ask you to wait til the end to ask one of the presenters privately.
3. You may also type your questions in the Chat box. One of us will try to monitor your comments and questions.

**Please use “Presenter View”** so that only the speakers' images are visible -- otherwise your screen view of the PowerPoint may be obscured by all of the participants.

**If you have any questions** or concerns about setting up Zoom for yourself, please TEXT Ria Severance, at 626-354-4334 for a phone appointment. Ria will try to talk you through it, *well ahead* of the presentation (not the day of).