



## **G.D.GOENKA PUBLIC SCHOOL, EAST DELHI**

**Dear Students,**

**Read the following Dos and Don'ts carefully for the meeting/online classes:**

### **Dos:**

- Please login using your laptop / desktop.
- Use your headphones on your laptop / desktop to attend the meeting. The audio will be clear without any disturbance.
- Change the login name to your own name.
- Please keep your mike on Mute during the meeting.
- Keep a pen and a pad handy and note down important points and queries.
- By default, when you join the meeting your mike will be muted. If you want to say something, please raise your hand by clicking on the Raise Hand button.
- You will be unmuted by the host and allowed to speak. Please mute your mike after you have spoken.

### **Don'ts**

- Absolutely no greetings at all.
- Do not interrupt the presenter or the host when they are speaking.
- If you have any questions, you can raise your hand using raise hand button or type the question using Chat button or the Q&A panel.
- Do not share the zoom id and password with others.