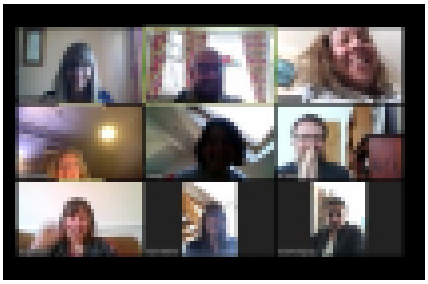
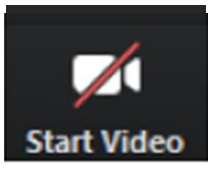
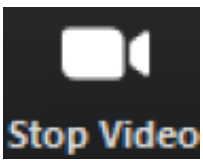
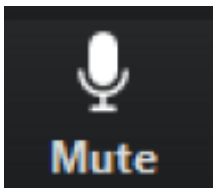
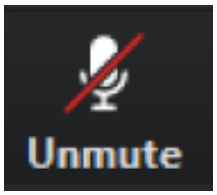
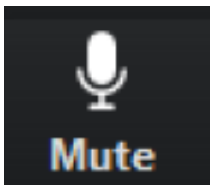
E-Hub Privacy in Zoom Sessions

	**Zoom** sessions are a great way to keep in contact with family and friends. You can also join in activities with others when you cannot be in the same place as they are. At the beginning of a session you should turn your video on and your microphone on so you can say hello and everyone will know it is you that has joined in.
	Sometimes you may not want people to see or hear you in a Zoom Meeting.
 	You can turn you camera off so people cannot see you. To turn you camera off, tap or click on the camera button. When your camera is turned off it will look like this.

	You can turn your camera back on by clicking or tapping the button again until it looks like this
  	You can turn you microphone off so people cannot hear you. To turn your microphone off tap or click on the microphone button. When your microphone is turned off it will look like this. You can turn your microphone back on by clicking or tapping the button again until it looks like this.
	Before you join a Zoom session check that your surroundings are as private as you want. Sometimes you may want someone else with you during the session to help you. If there are other people in the area ask them if they can go to a different room. If there is something near you that you don't want people to see move your device so it cannot be seen on the screen or if you can move the object.

Consent to Record a Session

Sometimes the Avista Support Services may want to record a Zoom session for example a book club session.

The recorded session will then be available on the platform to be viewed again by everyone who was at the session and by everyone who could not attend the session.

You will be asked once a year to sign this consent form to let us know your preferences. You can change your mind even after you have signed the consent form.

You will also be asked for your permission again at the beginning of the session before recording starts.