

zoom ETIQUETTE

TIME



- Arrive early to avoid late starts to meetings. If you are on time, you are late.
- Mind the time. Keep your sharing time as short as you can to allow everyone time to share. Stick to the agenda.

IMPRESSIONS



- Position the camera and monitor at eye level. Look and speak to the camera. It gives the attendees the impression you are looking at them.
- To avoid over-lighting from outside, draw the shades. Have a light in front for a clearer picture.
- Backgrounds display better if there is an uncluttered wall behind you. You can add a virtual background to your image by going to the preferences section under the zoom.us menu and select “Virtual Backgrounds.”
- Identify yourself. Make sure your screen name displays correctly. If you are joining a meeting by phone, identify yourself (first name plus initial) to the Host so they can change your screen name.
- Wait until after the meeting to eat.

DISTRACTIONS



- Silence your phone at the beginning of the meeting. Notifications & ringtones are distracting.
- Attend the meeting from a quiet location. Put noisy pets in another room.
- Use headphones or ear buds if there are others around you.
- If something distracting happens around you, turn video off.

MUTE



- Mute yourself when not speaking.
- While unmuted, avoid conversations with other people, even by phone.

CHAT



- Use the Chat to “Everyone” feature sparingly. It can be distracting when used too often.