Basic ZOOM Netiquette for Successful Meetings

Think of a Zoom Meeting as a face-to-face meeting and conduct yourself as you would if you were all present in the same room. In addition, there are some additional useful tips below to observe to help ensure the meeting goes smoothly for all involved:

- Dress for your video conference the way you would for an in-person meeting. It's easy to give in to the temptation to wear sweatpants and an old t-shirt because you're working from home. However, your colleagues expect you to have a professional appearance.

- Join early – up to 5 minutes before the meeting start time

- If you haven't used Zoom before, click the link to download Zoom prior to the day of the meeting and familiarize yourself with any features you may need to use on the day – mute/unmute microphone, stop/start video, screenshare etc.

- Have your video on unless you are experiencing connection issues.

- Find a quiet space without interruptions / background noise.

- Have a plain background – avoid backlight from bright windows.

- Have good lighting on your face so you can be seen clearly.

- Adjust your camera to be at around eye level if possible – especially take note of the angle of your laptop screen if using the built-in camera.

- Say your name each time you speak so attendees know on who to focus. If you are part of a large meeting, attendees may not be able to see everyone in the participant gallery view.

- Practice speaking to the camera and not the screen. Our tendency is to look at the person on the screen, but you should look at the camera when you speak so the audience feels like you're talking directly to them.

- Don't be afraid to project your voice, too! Your team will appreciate being able to hear you without having to strain their ears or turn their volume all the way up.

- Mute your microphone when not talking.

- Try to avoid talking over / at the same time as other participants.

- Use Zoom's chat function. You can send a question or statement to everyone or privately to a participant

- Be aware you are on camera and try to avoid doing other tasks, checking emails, looking at your phone, eating, etc. Always remember that everyone can see you. Someone is watching as you take a big, wide-mouth yawn, stretch, or wander around the room. These exaggerated movements are distracting to the audience and can be disruptive to the speaker. Try to stay still and be attentive – or at least act attentive!

- Try to eat a snack before your virtual meeting. Not only is it distracting to others, you won't be able to focus on the task at hand because you'll be worrying about dropping crumbs all over your keyboard. You can drink coffee, but if you're going to eat, it needs to be OK with the entire group,