

Zoom Etiquette

Since we are transitioning to online programming during the global COVID-19 pandemic, we thought that it might be helpful to list just a few points to maximize good Zoom etiquette. With so many attendees in Zoom-assisted programs, an unmuted mic at an inopportune moment can be distracting. So, please be mindful and follow these top 10 Zoom hygiene and etiquette tips.

1. Be sure to mute your mic as soon as you sign on and whenever you are not speaking. **This is important and perhaps the most critical tip on this list to avoid background noise and distractions for others.** If using a computer and you are muted, to quickly unmute, just hold down the spacebar while you are speaking and release when finished speaking to quickly unmute and re-mute.
2. Consider stopping your video if you are eating, talking with someone else in the room, or anything else that might be distracting to others.
3. Close unneeded applications on your computer to keep the video optimally functioning.
4. You might want to use a headset with an external mic for best hearing and speaking capabilities.
5. When you are speaking, let others know that you are finished by saying one of these sign-offs: "That's all." "I'm done." "Thank you." So that everyone knows you have finished your comments.
6. If you want to speak, physically raise your hand or use the "raise hand" feature that is available at the bottom center of your screen.
7. You can ask questions and make comments silently if desired using the "Chat" feature (also on the bottom and center of your screen).
8. Be mindful of your background lighting. If your camera is facing a window, the backlighting may cause you to appear as a dark shadow. Your overhead light also might need to be turned off or dimmed as well. The optimal set up is to have the light source in front of your face and behind your webcam, laptop or ipad.

9. Be sure that there is nothing visually distracting (e.g., cars or people going by) in the background too.

10. Remember to sign out or “leave the meeting” when the session is finished.