



## ZOOM ETIQUETTE

*Videoconference through Zoom is a great tool for connecting from afar. But productive and inclusive meetings depend on participants following some simple guidelines:*

- Before you join the meeting, find a location in your house that is quiet and well-lit.
- Please ensure your Zoom background is appropriate for this meeting.
- Try logging in a few minutes early, to allow time for Zoom to download and open.
- Remember to mute yourself when you are not speaking. Background noise is picked up very easily (even typing or papers rustling) and can be very distracting to others.
- To avoid speaking over one another, you may need to pause slightly longer before talking than you might when in person.
- Try to stay on topic with questions and comments. If you have a question that pertains to something off-topic, you can always email the group leader later.
- If you need to take a bathroom break or to move around, turn off your video camera, then turn it back on when you're ready.
- Avoid multitasking while on a Zoom meeting; it can be distracting to others.
- Be patient with yourself and others! Technology can be frustrating, but we are all learning together.