

## ZOOM ETIQUETTE

Online learning can be challenging and a big shift from in-person experiences. Follow these steps to best use Zoom.

**Be Present.** Ensure that your computer or device camera is functioning, you are in good lighting, and have the correct Zoom link, along with the password if needed.

**Be Early and Be Mindful.** Arrive no more than a couple of minutes before any Zoom meeting, this way you limit the risk of 'Zoom bombing' a meeting or another class.

**Dress Appropriately.** Wear the suitable attire for the situation, such as business casual if you are in an interview, appointment, or presentation. It's best not to show in pajamas for work or class.

**Where You Zoom Matters.** Have a designated space for video conferencing be it a table or desk. Try to limit or omit Zooming from a soft space like a bed. If you need to excuse yourself for personal reasons, mute the microphone, and excuse yourself from the frame or turn off the camera.

**Just Mute It.** Unless you are speaking, go ahead and mute your microphone. This way, other speakers will not hear any background noise or potential microphone feedback.

**Explore Zoom.** Learn more about this resource and how to make the most of it in learning settings, such as the whiteboard feature, breakout rooms, and polling. Try to be engaged just as you would in an in-person situation.

