



zoom

ZOOM ETIQUETTE



BE ON TIME



Set an alarm.
Log on a few minutes early.

LIMIT DISTRACTIONS



Find a quiet place.
Check your surroundings.

BE PREPARED



Charge computer.
Use headphones.
Turn on camera.

PRESENTATION



Wear appropriate clothes.
Sit up straight.
Camera at eye level.

MUTE YOURSELF



Mute yourself when
not speaking.

PARTICIPATE



Stay focused.
Take notes.
Contribute.

CHAT RESPONSIBLY



Use chat to ask questions.
Don't use chat privately.

SPEAK CLEARLY



Speak into your mic.
Slow down.
Take breaths.

SHOW RESPECT



Listen.
Be respectful.
Consider others.