

ZOOM ETIQUETTE

1. BE READY



HAVE ALL YOUR MATERIALS READY



CLOSE UNNEEDED APPS TO OPTIMIZE VIDEO QUALITY



LOG IN EARLY

2. LIMIT DISTRACTIONS



USE A HEADSET WITH MICROPHONE



CHOOSE A QUIET AREA (AWAY FROM OTHERS AND PETS, IF POSSIBLE)



SIT STILL AND LISTEN CAREFULLY

3. BE PRESENTABLE



TAKE CARE OF PERSONAL HYGIENE AND DRESS APPROPRIATELY



BE MINDFUL OF CAMERA ANGLE AND BACKGROUND LIGHTING

• ZOOM ETIQUETTE •

DURING A ZOOM MEETING



ALWAYS BE KIND AND
RESPECTFUL



USE THE "RAISE YOUR
HAND" BUTTON WHEN
YOU WANT TO SPEAK



TYPE YOUR
QUESTIONS INTO
THE CHAT BOX



MUTE YOUR AUDIO TO
AVOID DISTRACTIONS
AND BACKGROUND NOISE