

ZOOM ETIQUETTE



In a world of virtual meetings, understanding how to navigate can be daunting. Following these rules of etiquette will help you stay professional and courteous.

1 MUTE YOURSELF

To eliminate background noise, be safe and just mute yourself if you aren't talking. If you need to talk, you can always unmute yourself.

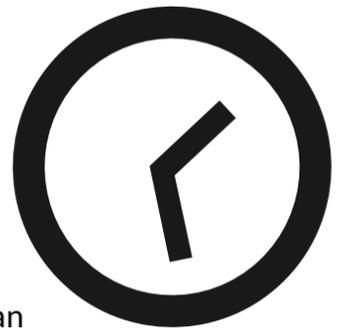


2 STAY FOR THE WHOLE MEETING

Treat this as a normal, professional meeting. You scheduled the time, make sure you stay for the whole meeting.

3 LEAVE QUIETLY

If you need to leave, do so quietly. Say thank you and goodbye in chat and leave. There's no need to "announce" your departure.



4 BE ON TIME

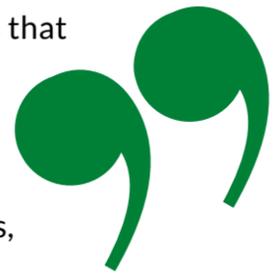
Treat this as a professional meeting. Would you show up late for an in-person meeting?

5 STAY ON TOPIC

Has the host asked for questions? Make sure you ask questions that pertain to everyone and the topic discussed.

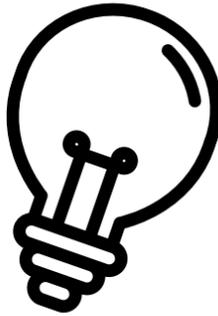
6 SPECIFIC QUESTION?

If you have a specific question that only applies to your business, email or call the host after the Zoom meeting.



7 THANK THE HOST

In an in-person meeting, you would thank the host for taking time out of their day to meet with you. A Zoom meeting host should receive the same courtesy.

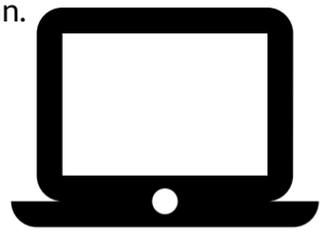


8 BE CONSCIOUS OF YOUR BACKGROUND

While sitting on a virtual call, people are likely to get distracted. Don't make your background the distraction. Be conscious of what's behind you because people will notice.

9 CHECK YOUR APPEARANCE BEFORE STARTING

Follow this rule - If you can see yourself in the video, everyone else can. Fix your hair, check your teeth, etc all before starting the call. Make sure you are wearing appropriate clothing.



10 STAY PROFESSIONAL

Treat this as a professional meeting because that is what it is. Even if you aren't in person you still want to make a good impression.

11 BE PREPARED TO SCREEN SHARE

Have you spoken with the host about sharing your screen? Make sure you have your screen ready before starting the meeting.

12 LOOK AT THE CAMERA

Just like you would look someone in the eye when talking, make sure you speak to the camera. Not yourself or the pictures of participants.

13 ELIMINATE DISTRACTIONS

Try and eliminate as many distractions as possible by moving to a quiet, well-lit, and clean location.

14 TEST AUDIO AND VIDEO

Test your audio and video before EVERY call. Just because it worked yesterday or this morning, doesn't mean it will work for this call.

15 AVOID MULTITASKING

Would you work on other projects during an in-person meeting? Give the host/presenter your full attention.

16 ASK TO RECORD

This is for hosts and participants! Do not assume you can record. There are people who do not want to be recorded.

17 DON'T SHARE THE MEETING LINK

Unless the host/presenter has asked, do not share the Zoom link/login information with anyone.

