

## Zoom Etiquette Tips

- 1: Everyone must have their video turned on.
- 2: Find a quiet space without interruptions / background noise.
- 3: Mute your microphone when not talking.
- 4: Try to avoid talking over / at the same time as other participants. Raise your hand and you will be called upon by the meeting leader.
- 5: Be aware you are on camera and try to avoid doing other tasks, checking emails, looking at your phone etc.
- 6: Ensure that you have a clean, work-appropriate background.
- 7: Look into the camera when talking instead of looking at yourself.
- 8: Be aware of your audio and video settings.
- 9: Light the front of your head, not the back!
- 10: Type quietly.
- 11: Use the Chat feature to send links.