

**Here are suggestions for a successful Zoom meeting.**

These etiquette rules apply for all virtual meetings.

These tips will help you stay connected, productive and not embarrassed as much as possible as we all struggle through this new “normal” and era of working from home.

* Treat virtual meetings with the same respect as in person meetings - Be connected and on time.
* Use the video option whenever possible. It lets people confirm you are NOT a robot. This is particularly important if you are the host of the Zoom meeting.
* Try to look into the camera often. It gives the appearance that you are interested and engaged in the meeting and don’t walk around with or without your device during meeting.
* Mute yourself if necessary. This is often a good idea if: this is a group meeting and if you aren’t in a quiet place (barking dog, kids playing, car horn honking…). Background noise affects everyone else. Be considerate. You can unmute at any time and/or raise your hand with the reactions button to get the hosts attention. Using headphones is also a good option.
* Zoom allows you to test your settings before the meeting actually starts. Do that here: <https://zoom.us/test?zcid=1231>
* Do not eat during the meeting. This isn’t the time. Most definitely don’t go to the bathroom or brush your teeth while on a Zoom. There are many horror stories of people thinking they pressed mute first but didn’t. Be cautious.
* Consider where you’re sitting. Think about your area your connecting from. This should be a well-lit area (light on or near a window) and not in your bedroom if at all possible. Maybe arrange your camera so it’s focused on your face and not a ceiling fan or a pile of dirty laundry on the floor.
* Dress for the job you want not have and don’t wear your pajamas. You will feel more productive and professional if you prepare ahead and get dressed for the day. Dress appropriately.
* Stay focused and keep unnecessary conversations to a minimum.
* If you are the host you should be the last one to leave the meeting. Make sure that everyone else closes out of the meeting prior to you doing so.
* If you will be sharing your screen plan ahead to make sure that you only have open what is needed for the particular meeting. The more tabs open the harder for participants to focus on the topic at hand.
* Never take pictures of people in a Zoom meeting without their permission.

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