ZOOM VIDEO CONFERENCE ETIQUETTE

Before your meeting:

- Control video and audio quality.

- Try to hold meetings in quiet, indoor locations to control ambient noise.

- Adjust your lighting. Don't sit directly in front or beside a bright light source, or else all the audience sees is a bright light and a shadowy figure.

- Optimize Zoom:
    - ***Sharing***. Generally DO NOT select "Share Your Desktop" (unless you want every pop-up email and private message on display for your audience!). Instead, open up any relevant documents before the call and share only those during the meeting. Note that when you share, Zoom prioritizes the shared item to the bandwidth. This can reduce the other video feeds' quality, so don't share longer than necessary.
    - ***Practice hosting***. Practice scheduling and inviting people to meetings. Learn how to mute and unmute audience members and re-assign the host role.
    - ***Bandwidth and signal***. If you are wireless, try to remain close to the wireless router. When you have the option, choose wired (instead of wireless) for video conferencing.

- Dress professionally. Your colleagues and customers expect you to have a professional appearance.

- Practice speaking to the camera and not the screen. Our tendency is to look at the person on the screen, but you should look at the camera when you speak so the audience feels like you're talking directly to them.

- HOSTING THE MEETING: Send an agenda ahead of time and assign a note-taker of key discussion points and action items.

During your meeting:

- Mute your microphone when necessary. Zoom has a "Mute Microphone" option that cuts down on ambient feedback for the audience. When there is a lot of back-and-forth discussion you will turn this off, but you should mute yourself when listening to a presenter.

- Use Zoom's chat function. You can send a question or statement to everyone or privately to a participant.

- Think about your actions on camera. Exaggerated movements (e.g., wandering around the room, stretching) are distracting to the audience and can be disruptive to the speaker.

- HOSTING THE MEETING:
    - ***Share Screen:*** Optimally, have participants share screen one at a time.
    - ***Chat:*** If someone is presenting, suggest that participants send questions via Chat