ONLINE ETIQUETTE
Thank you for observing general rules of courtesy while in virtual meetings:

- Mute yourself A cup of coffee or tea is fine, but if possible, hold off eating during your meeting. Imagine how it would be to watch someone slurping a plate of spaghetti on the big screen!

- Although tempting, try not to multitask too much, or at the least, mute yourself.

- You don't have to be overly prepared for a meeting you're not hosting, but try to be on time, and make sure you have handouts handy if they were sent with your invitation.

- Refrain from private behavior (i.e., touching your nose). We can all see you!

- Unless your appearance or background is inappropriate or distracting, turn ON your video. Video is crucial for engagement in virtual communications.

- Test your video and audio before your meeting at www.zoom.us/test.

- Looking at the camera takes a bit of getting used to but try to do so when you're talking; it mimics the in-person feeling of eye contact.

- Try to use a good quality camera and headset instead of your computer's built-in ones. Zoom works just fine with the built-ins, but the quality is even sharper with higher quality hardware.

- Adjust your camera if it is too low or high. Your camera should be at eye level.

- If you can, connect to the Internet via an ethernet cable. Zoom works well on wireless all the way down to 3G, but the quality is best on a solid wired internet connection. CONSIDER YOUR ENVIRONMENT Your surroundings say a lot about you. Let's make sure that they say the right things.

- A simple background (a plain wall, a potted plant, or a bookshelf) works perfectly.

- Lights, camera, action! The first item here is LIGHTS. Position yourself so that most of the light is coming from in front of you (behind your monitor), instead of behind you. If you have a window behind you, shut the blinds.

- Barking dogs and slamming doors are not just annoying in person, they are also annoying via Zoom! Find a quiet space to meet, shut the door, and mute yourself as necessary.