

ONLINE ETIQUETTE

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

- Mute yourself unless you are speaking.
- Remember, you are on camera. A cup of coffee or tea is fine but hold off eating during your meeting. Imagine how it would be to watch someone slurping a plate of spaghetti on the big screen.
- Be present in the meeting and try not to multi-task.
- Looking directly at the camera on your computer is hard to get used to, but it is important to do. It mimics the in-person feeling of eye contact with the people you are speaking to.
- 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., picking your nose). We can all see you! **VIDEO AND AUDIO**
- 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.** 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.