

## SIX ETIQUETTE TIPS TO HELP ENSURE A FOCUSED & EFFECTIVE ZOOM MEETING:

- 1. Test your video and audio before your meeting at [zoom.us/test](https://zoom.us/test).** (If you haven't used Zoom before click the link to download Zoom prior to the day of the meeting and familiarize yourself with any features you may need to use on the day – mute/unmute microphone, stop/start video, screenshare etc.)
- 2. Make sure to introduce everyone at the beginning.** This will help to create a welcoming environment and stimulate engagement.
- 3. Ensure that you have a clean, work-appropriate background.** You want your attendees' focus to be on the meeting content, not your messy office or kitchen. This will reduce the chance that attendees will get distracted. Also, try to attend the meeting from a quiet area that has minimal background noise and movement. (Zoom's virtual background feature is an easy way to eliminate background distractions when you have to meet in a messy or busy location.)
- 4. Look into the camera when talking instead of looking at yourself.** If you're looking at yourself on the screen while you're talking, it will seem like your attention is elsewhere. Direct eye contact into the camera while speaking creates an environment where everyone feels engaged and present in the conversation. Be respectful to whoever is speaking and try to avoid talking over/at the same time as other participants. Also, try to avoid doing other tasks like checking emails, looking at your phone etc.
- 5. Be aware of your audio and video settings.** Check whether your microphone is unmuted and that your camera is on (under Settings/Zoom) to ensure that all attendees can hear you and see you when you speak. That said, 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.***
- 6. If you're the host, stick around.** The general rule for meeting hosts: Wait until everyone else has left the meeting before hanging up, so attendees can leave at their own pace and get any final words in before disconnecting.