

# Zoom Etiquette

**Zoom meetings are a way for us to come together. Please follow these guidelines when participating.**

## DO

- Sit in a quiet spot in your house with limited distractions and background noises.
- Keep yourself on MUTE until it is your turn to speak.
- Be on time. We only have an hour for our meeting.
- Be patient! With technology, yourself, others. Systems are overloaded.
- Change your screen name to your First Name and the initial for your last name.

## DON'T

- Change backgrounds or show pictures during the meeting.
- Avoid getting up and moving during the meeting. If you must move locations turn off your camera.
- Share your screen unless told to by the leader.
- Work on something else during the meeting.
- Spam the chat box.

## Tips

- You can hold down the space bar to unmute, let up to mute again.
- Sit in a well-lit area. Have the lighting on your face not your back.
- Raise the camera to eye level-this way we don't have to look up your nose.