



Zoom Etiquette

Here are some handy hints on zoom etiquette prior to going on a zoom call.

Sound:

Mute your microphone when you are not speaking, if wanting to unmute for a short period hold down your space bar to talk.

Minimise background noise for everyone's sake. If you cannot ensure this use ear plugs or head set.

Turn other devices to silent or off.

Visual:

Minimise the back ground visual distractions.

Ensure that the area you are in is well lit and clean, shut blinds to avoid glare on the screen or you.

Place you camera at eye level and ensure that it is stable, it is not a great look when the camera is below your face.

Look at the camera and speak clearly into the microphone when speaking.

Timing:

Always log on at least five to ten minutes before the scheduled session to ensure that your camera and microphone are working and there are no other issues

If presenting log on at least 15 minutes earlier so that you are there when the others log in.

Internet Stability:

It is always helpful to shut down anything that you are not using when on a zoom as this could help your online stability.

If having problems with stability shut down back grounds and see if this helps.

Turn on your computer well before the start of the session to avoid any untimely updates.

Preparation:

Ensure you have all the necessary documents before logging on.

Keep well hydrated think about having a water bottle or hot drink close.

When you have breaks, walk away from the computer stretch, and give your eyes a rest from the screen.

Practice using the chat box and hand up reaction, use these within sessions where appropriate.

Plug your device into power it at all possible to avoid losing connection

Test your connection prior to the session to minimise any issues.

Group work

If you have had quite a bit to say maybe let others speak and add your thoughts to the chat box



Virtual Meeting Tips



1. Make Eye Contact With The Camera



2. Avoid Doing Other Things During The Call



3. Use Mute When You're Only Listening



4. Minimize All Other Kinds Of Distractions



5. Allow Guests To Finish Before Jumping In



6. Ensure Your Area Is Well Lit And Clean



7. Test your audio, video, and/or application **BEFORE** the start of the meeting.