

Zoom Meeting Etiquette and Best Practices

Twenty to Thirty minutes prior to the start of the Zoom Meeting:

- Plug your computer, tablet or phone into a power source.
- Check your email or other notification for the link to the meeting.
- Check your microphone and speaker volume settings.

During the meeting:

- Use a headset in a crowded or public space.
- **Mute your microphone** when not actively speaking.
- Be aware of your surroundings and behavior – **Remember we can see you!**
- Add questions/comments in the “Chat” section to be addressed by moderators.
- Use the “Raise Hand” setting if you would like to address the group.
- Make comments short and succinct, mute for responses.