

Zoom Etiquette Guide

Getting used to a new environment can be tricky, and that is equally true with online meetings and groups as well. Every sort of meeting has unwritten rules that we use to allow the group to function well. Here are a few tips when using online meetings to help us make the most of our time together.

1. Make sure you're ready for the meeting before logging on. Just like in a face to face meeting it is best to avoid having to move around.
2. If you do need to move away from the camera please mute your microphone, and if possible comment in the chat function – just like apologising/explaining if leaving a physical meeting.
3. Be aware that everyone can see whatever is behind you! Make sure that you're happy with people seeing whatever else is in shot.
4. Remember that everyone can see you. As tempting as it is to do the meeting in your pyjamas, please wear whatever you would normally wear if you were attending the meeting physically. Please remember we can also see you yawn, cough, blow your nose, etc – try not to do this into the microphone or camera.
5. Look at the camera (not the screen) when speaking and listening. It's the equivalent of making eye contact.
6. Please mute your phone, and any other distractions, during the meeting.
7. Mute your microphone when listening to a presenter to avoid distractions. Obviously, if it is a conversation please leave it left on.
8. When in conversation try not to dominate the conversation, or talk over each other. This one can be difficult as the audio can occasionally lag (come through the speakers a short time after you spoke). If this is a particular issue the host will arrange a method to ensure the meeting functions (e.g. hand up to talk)

Thank you for reading and trying to absorb these tips. They are not all encompassing, and it will take a while to learn the new way of meeting, but these will go a long way to help your meetings run much smoother.