Teaching Innovation & Learning Technologies
— *presents* —

zoom etiquette

12 tips for a successful Zoom meeting

1 Always guard your personal information.

2 Test all technology (including camera/video, Wi-Fi, and screen sharing) BEFORE class.

3 Try to login to our class meeting from a quiet, distraction-free environment. We have little time together; let's try to maximize it!

4 Make sure your background is also free from distractions. Are there clothes lying around? Did you make your bed?

5 Dress as you would to attend class on campus, and for the comfort of the room where you are working.

6 Log online to Zoom using the Zoom link provided by your instructor.

7 Keep your audio on MUTE until you want to speak. We must work together to limit background noise.

8 Enable video so we can see you! Your instructor also needs social interaction as they work from home.

9 When you want to speak, use the "Raise Hand" feature. On the bottom of the Zoom window, click "Participants". Be sure to unmute yourself to talk.

10 Use the chatbox to make a point or ask a question. Remember that chat is public and may be recorded or archived. Avoid using chat as private messaging.

11 Have a plan for taking notes (paper and pencil, digital notepad, Word/Pages doc).

12 Appropriate classroom behavior is expected in our virtual classroom.