

## Etiquette for Zoom Calls

Even if you are a regular Zoom user, you may not have taken part in online sessions that have a large number of attendees. In order to ensure that our Zoom sessions are productive and a positive experience for all of the participants, we must have a shared approach to call etiquette. Here are some things to be aware of:

1. Be sure to email – or text – the meeting’s host if you will be late or find that you can no longer attend. This will allow the host to begin the meeting on time rather than waiting for you to arrive.
2. Be patient! There may be slowdowns or glitches as a result of heavy use – especially during the COVID-19 challenges.
3. Join the call a few minutes before the meeting so that you can ensure that you can get signed on.
4. Choose a quiet location to minimize background noises. If you can’t do this, then consider using your mute button when you are not actually speaking.
5. Use headphones / a headset if you can – this will block out background distractions and make the audio clearer for you.
6. Use a spot with natural light if possible, but do not sit with a brightly lit window behind you.
7. Be 100% focused during the meeting and remove distractions – like pets and phones.
8. Identify yourself before you speak. The host will ask you to introduce yourself at the start of the meeting, but it is still important for the meeting chair and the minute-taker to be reminded.
9. Look at the camera directly, rather than at the speaker, Try to have your camera at eye level.
10. Speak clearly and slowly.
11. Do not speak when others are speaking.
12. Follow the lead of the meeting’s host or chair in the way that the meeting is run. He / she will want to be sure that the session stays on topic and that everyone has an opportunity to participate. As a result, lines of discussion may need to be redirected or set aside for ‘offline’ handling.
13. Remember that you are on camera!