

Zoom Etiquette

as developed by Richard Bilodeau, School of Business, University of Southern Maine

1. Familiarizing yourself with the features of Zoom will make online meetings run more smoothly and be more effective.
2. Test your video/audio before logging into the meeting.
3. Mute your microphone unless you're speaking. (All background noise is picked up and broadcast to participants.)
4. Look at the camera when speaking.
5. Be aware of your posture. Resting your head on your hand, for example, is unprofessional.
6. Use a professional setting. Lying on your bed or having a television on behind you is not professional.
7. Make sure your camera is stable and don't fidget. A bouncing image is distracting.
8. If you must step away from the meeting, stop your video first. This will show a black screen with your name across the screen.
9. Be aware that others can see you. Yawning or a bored/sleepy expression is unprofessional.
10. Keep virtual backgrounds professional and appropriate to the meeting you are attending.
11. The chat feature can be used to communicate with everyone in the meeting, with individuals, or chosen groups of people. Share important links and information via chat if possible.
12. When sharing your screen, remember that everyone sees what is on your computer screen not just what's in Zoom. Be sure to fully expand Zoom fully before sharing.
13. If you need to take a vote, there is a way to do it that is built into the Participants tab of Zoom.