

Zoom Etiquette (Professionalism)

Proper Zoom video conferencing etiquette is essential to ensure a productive and respectful virtual meeting environment. Here are some guidelines to follow:

- 1) **Be Punctual:** Join the meeting on time. If you're going to be late, let the host know in advance.
- 2) **Dress Appropriately:** Dress as you would for an in-person meeting, unless otherwise specified. It helps maintain a professional atmosphere.
- 3) **Choose a Quiet Location:** Find a quiet space where you won't be interrupted by background noise or distractions.
- 4) **Test Your Technology:** Check your audio and video settings before the meeting starts to ensure they are working correctly.
- 5) **Mute Your Microphone:** Keep your microphone muted when you're not speaking to minimize background noise.
- 6) **Camera On:** Unless there's a valid reason to keep it off, keep your camera on to promote engagement and a more personal connection.
- 7) **Avoid Multitasking:** Stay focused on the meeting and avoid doing other tasks or checking emails while on the call. Other attendees will notice you focusing on something else rather than on the screen. You also might miss important information or questions posed to you if you're sidetracked.
- 8) **Raise Your Hand:** If there's a feature to raise your hand (virtually), use it when you want to speak or have a question.
- 9) **Wait Your Turn to Speak:** Avoid interrupting others and wait for a break in the conversation to contribute.
- 10) **Be Present and Engaged:** Show active engagement through nodding, smiling, and other appropriate non-verbal cues.
- 11) **Stay on Topic:** Stick to the agenda and avoid going off-topic to make the most of everyone's time.
- 12) **Respect Others' Opinions:** Even if you disagree with someone, be respectful and avoid confrontations.
- 13) **Avoid Eating During the Call:** Try not to eat during the meeting, as it can be distracting and impolite.
- 14) **Use Chat Function Wisely:** If there's a chat feature, use it for relevant questions or comments, but avoid side conversations.
- 15) **End on Time:** Be mindful of everyone's schedule and aim to end the meeting on time.
- 16) **Follow Security Measures:** Adhere to any security protocols set by the meeting host to prevent unauthorized access.
- 17) **Thank the Host:** Show gratitude to the meeting host for organizing and facilitating the discussion.

By following these guidelines, you'll contribute to a more professional, organized, and respectful video conferencing experience for everyone involved.