

# Zoom Video Conferencing Tips

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## Video Conferencing Etiquette for Meetings

Below are tips for leveraging video conferencing for productive and engaging meetings while creating an environment with the least amount of disruption.

- 1. Have an agenda as the host of the meeting.**
  - a. An agenda helps keep the meeting on pace and provides structure.
  - b. Leave time for questions even if questions are posed during discussions.
- 2. Be on time.**
  - a. Log into Zoom prior to the meeting time (Eastern Standard Time); be mindful that attendees may be in a different time zone.
  - b. Test headset, camera, and microphone to ensure they are working prior to the meeting start time.
  - c. Connect from a reliable, stable internet connection.
- 3. Eliminate distractions.**
  - a. Eliminate distractions by turning off or muting devices such as TVs, music, and cell phones.
  - b. Refrain from eating and chewing gum during meetings. Mute your microphone when not speaking.
  - c. Remind others in your remote location that you will be engaged in a video conference so interruptions are limited.
- 4. Video: Webcams / Cameras.**
  - a. Adjust the camera angle or your seating position to ensure your face is fully seen by others.
  - b. Close all blinds and doors to reduce glare. Interior lighting should not be too dark or too bright. Normally, the settings used in a traditional work environment are adequate.
  - c. Ensure you have a clean and appropriate background.
  - d. Wear appropriate clothing.
- 5. Eye contact and engagement.**
  - a. Maintain eye contact with the camera.
  - b. Stay engaged during the meeting and refrain from multitasking.
- 6. Audio: Microphones.**
  - a. Use the “raise your hand” feature in Zoom when you want to speak but someone else is currently speaking.
  - b. Introduce yourself when speaking (*This is.....*) and look into the camera.
  - c. Be courteous and respect others as you would in any meeting.
  - d. Be careful not to interrupt when someone else is speaking.
  - e. When not speaking, make sure your audio is muted to prevent inadvertent noises, such as coughs, rattling of papers, or chair squeaks.
  - f. The host can mute participants’ microphones if necessary.
  - g. Type quietly.
- 7. Use the chat feature for questions and comments.**
  - a. Select *private* message if you want to send a comment to one person.