

## Zoom Meeting Etiquette for Hosts

### 1. Start the meeting early

As the meeting host you should start the meeting early so that you can test your own technology and have the meeting started before any participants begin to arrive.

### 2. Make sure you greet everyone as they enter

Greet participants as they enter. This gives them an opportunity to make sure their technology is working correctly, and provides you the opportunity to make sure the right people are in the right place. Introduce everyone in the meeting, or allow time for everyone to go around and introduce themselves if it is a meeting in which not everyone knows the other participants.

### 3. Ensure that you have a work-appropriate background or virtual background

Consider your background and lighting. Make sure that your background is not messy and cluttered. This can be distracting to others in the meeting. If you are hosting a work meeting, you want to make sure that you look as professional and appropriate as possible.

### 4. Make sure that your camera and microphone both work properly

Turn your camera on. Participants need to see you and hear you. Meeting virtually is no different from meeting face-to-face. You should still be seen and heard.

### 5. Look at the camera when speaking

It may be distracting, but look at the camera when you are speaking, just like you would look people in the eye during a face-to-face meeting.

### 6. If possible, be connected via hard wire to your internet

This is not always possible, but if you are leading a meeting you need to try and ensure you have the most reliable internet connection possible. Also, have a back-up host ready to step in and continue with the meeting, in case your internet does go down.

### 7. Eliminate distractions

Turn off email notification, put your cell phone on silent, forward your phone, put a sign on the door so people know not to barge in, put the household pets in another room or outside.

### 8. Be aware of your audio and video settings

Before you speak make sure that your mic is unmuted. If you do not intend to be heard, make sure your mic is muted before you speak. Keep in mind that you are on camera.

**9. Have an agenda**

Just like in a face-to-face meeting, you still need to have an agenda. The agenda can be as detailed or as flexible as necessary. Follow the agenda for the meeting.

**10. Continuously monitor the chat for questions and technical issues**

Continuously monitor the chat for questions and comments. If a participant is having technical issues, the chat may be the only way they have to contact you. Participants may also choose to privately message you if they have a sensitive question.

**11. Remember to record and let people know that the meeting will be recorded**

Some systems and system settings let participants know when you begin recording. It is still appropriate to let people know that they are being recorded and how that recording will be used.

**12. End on time**

Make sure that you end on time, but as host you should leave extra time to stick around in case there are any follow-up questions as participants leave.