Zoom Meeting Etiquette for Participants

1. **Join the meeting early**
   You should join the meeting early so that you can test your technology.

2. **Make sure you great the host as you enter**
   Greet the host when you enter so they know you're there.

3. **Keep in mind that you are always on camera.**
   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 participating in 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 work properly**
   Turn your camera on. Other meeting 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 participating in a meeting you need to try and ensure you have the most reliable internet connection possible.

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. **Mute your mic**
   Before you speak make sure that your mic is unmuted. If you do not intend to be heard, make sure your mic is muted. If you are joining by phone, you also need to mute your mic (quick-key *6).

9. **Use the chat**
   If it's not a good time to interrupt, or you need to privately message someone, use the chat. Just remember that the host may save the chat.