

Zoom Etiquette & Best Practices

- Before the group call, go into the app and check how your name will appear on the screen during the call. No one likes talking to a phone number or a name they do not recognize. Since there maybe more than one Linda or Susan, please put first and last name.
- Stay muted (click on the microphone at the bottom of the screen) except when speaking. If you want to make a comment, the space bar can be used for a short “unmute”. You do have to hold it down the entire time that you are talking.
- “View” allows you to look at the participants in two ways... **Gallery** and **Speaker**. Select “Speaker” view when someone is doing a presentation. At other times, such as a breakout session, stay on “**Gallery**” view to see everyone.
- Everyone can/and should see you in your photo square. Check what you are wearing; and that we see your face not the ceiling or your forehead.
- If using a phone, tablet/iPad, find a location for it to sit and leave it there.
- No ceiling fans in your picture square.
- Plug your device into a power source. Zoom drains the battery.
- Only one internet connection in the house during a Zoom call.
- If the internet connection becomes unstable during the session, a message to this effect will usually appear on your screen. “Click” on the video camera-like object, usually at bottom of the page, to stop the video for a minute and then “Click” it back on to restart.
- Update Zoom often.