

Zoom Etiquette and Tips (DRAFT)

Please make comments or suggestions to improve this!

Last edited on 3/26/20

Initial credit to Felipe Wilson!

- 1. Tech Tips:** Multiple open tabs might slow down the connection. Using 2 screens while hosting will make it easier to move from Zoom to other applications. Practice screen sharing BEFORE you host. Or, consider using Google Documents for note taking (and share the link via chat), so participants can follow the notes and see people during the session. To ask participants if they agree to being recorded, you can go under the menu "Settings" in the left-hand bar, and "Recording" to ask for consent by participants upon sign-in.
- 2. Appropriate Dress and Background:** Explain that we should continue to maintain appropriate dress while using Zoom, and to consider what's behind you while using video on Zoom because others will be able to see into the room. One option is to use a image to obscure other people's views into your home or life.
- 3. Launching Zoom for Participants:** You **do not** need a Zoom in order to participate in a meeting. [You can access Zoom meetings](#) from either a computer/tablet or a phone. However, all faculty and staff can sign up for ConferZoom, and if you haven't done so already, [click here to sign up for ConferZoom](#). A Zoom account is needed for hosting a meeting.
- 4. Background Noises and Muting:** When entering a Zoom meeting, it is a good practice to immediately mute yourself. You can do this by simply clicking the "Mute" button at the bottom of your screen. This will decrease the background noise and enable everyone to hear the speaker. [Hosts of meetings can automatically mute participants in their meetings](#).
 - a. For certain versions, the facilitator can mute participants upon entry.
- 5. Queues for Speaking:** In order to increase the efficiency of Zoom meetings, it is a good practice to "raise your hand" and you will be called on in the order in which you raised your hand when you have a question or comment. [Here are instructions for how to do this](#). This is a good way of handling Q&A. Once the host has acknowledged you, then you can un-mute yourself and ask you question/answer a question. There are also options for voting "Yes" or "No" on Zoom for quick feedback.

6. **Review Etiquette and Meeting Practices:** In the first 5 minutes of the call, orient participants around the following:
 - a. Muting when not speaking
 - b. "Raising Your Hand" using the participant function
 - c. How notes will be taken and shared (by screen sharing or a separate Google doc that is shared via chat)
 - d. ****IMPORTANT NOTE ON RECORDING CONSENT**** If you are recording a meeting, you must have all participants consent to being recorded OR announce that you will record the session (which will give them a chance to leave). You may also click a box under "settings" and "recording" to request consent from a participant before they enter the session.

Other Tips:

- General Zoom Meeting Tips (["9 Oft-Forgot Tips for Professional Zoom Meetings"](#))
- More on [Zoom Settings](#)
- **Zoom Bombing:** Since most Zoom meetings will be open to the public, there is the possibility of [Zoom bombing](#). I would hope this will not be a problem at our flex day, but [here are some tips for how you can avoid this](#) and another document that's focused on students: [6-Tips to Deter Zoom Bombers](#).