

## 10 Good Zoom Etiquette Tips for OHCG Workshops and Classes



As we are all adapting to this new way of teaching and taking courses, there are a few things that should be kept in mind. Here are a few helpful Zoom etiquette tips for teachers and students alike, to try and make the most of this experience.

### BEFORE THE MEETING

1. Before signing into the meeting, it is a good idea to close unneeded applications (like FaceBook and your mail) on your computer to keep the video optimally functioning.
2. Be mindful of your background lighting. If you are sitting in front of a window, the light coming in may put you in shadow. Your overhead light also might need to be turned off or dimmed. Make sure that there is nothing visually distracting in the background. Check out what is behind you - that is what others will be seeing.
3. Be aware that others in the meeting hear all ambient sound in every room. Please turn off radios, tv's and keep pets out of the room while you are in class. If you are using a headset, for hearing and speaking capabilities, please be aware that others in the meeting can still hear the ambient sounds in your room (even if you cannot).

### DURING THE MEETING

1. Please be respectful and be punctual. In fact, be a little bit early, as most teachers open the meeting early to give people time to sign in. Once everyone is online, the teacher should introduce everyone and ensure that their names are correct on the screen vs "Mike's ipad" etc. This will help the teachers and students know who else is speaking.
2. Be sure to mute your mic as soon as you sign on and whenever you are not speaking. This is important and perhaps the most critical tip, since it helps avoid background noise and distractions for others. Click on the microphone "icon" on

your screen till you see a red diagonal line through it. (Please note that the icons for microphone and video are in different locations on laptop versus tablet or phone.)

3. Consider muting your video (next to the microphone icon on your screen) if you are eating, talking with someone else in the room, leaving the meeting for a break, or doing anything else that might be distracting to others.
4. If you want to speak, physically raise your hand or use the “raise hand” feature that is available at the bottom center of your screen. When the teacher calls on you, you can “unmute” yourself. (click on the mic icon on your screen).
5. When you are finished speaking, please let others know that you are done, by saying: “I’m done.” or “Thank you.” so that others know you are finished.
6. If you want to ask a question or make a comment “silently” you can use the “Chat” feature (the dialogue icon on your screen).

#### WHEN THE MEETING IS OVER

Please remember to sign out or “leave the meeting” when the session is finished.

NOTE: RECORDING OF THE CLASSES IS NOT PERMITTED! The class is the intellectual property of the teacher and must be respected as such.