Zoom Etiquette

Many of us are not quite used to video conferencing. We don't know how to act, where to look, what to wear and so forth. Here is a quick guide on Zoom etiquette to keep in mind!

Before the meeting:

Check video/audio quality and internet speed

Be sure to test your video and audio quality before the conference to ensure they are both working properly. If you can, connect to the internet via an ethernet cable. Zoom works well on wireless all the way down to 3G, but the quality is best on a solid wired internet connection, so wire in when you can. Otherwise, just make sure you have serviceable Wi-Fi.

Adjust your lighting

Don't sit directly in front or beside a bright light source, or else all the audience sees is a bright light and a shadowy figure. Experiment with different lighting and your camera until you can see your brightly-lit face on the screen.

Think about your background

Try to provide a nice, plain background. Be sure that there is nothing visually distracting (e.g., cars or people going by) in the background. Find a quiet space to meet, shut the door and mute yourself as necessary. Zoom also provides virtual backgrounds!

Look into the camera when talking instead of looking at yourself

If you're looking at yourself on the screen while you're talking, it will seem like your attention is elsewhere. Direct eye contact into the camera while speaking gives attendees the impression that you are looking at them rather than off to the side, which creates an environment where everyone feels engaged and present in the conversation. Be sure to position your web camera and monitor at eye level so you can look into the camera and simulate that eye-to-eye connection with other attendees.

Eliminate distractions and focus on the agenda

Notifications from messaging applications, ringtones, and applications running on your desktop can be distracting, which can make your attendees feel disrespected and undervalued. Mitigating these distractions helps keep the meeting focused and free from interruption.

During the meeting:

In Group Meetings, Mute by Default

Plenty of people forget to mute their microphones before joining a call with multiple people. That can lead to sounds like barking dogs, screaming children and other background noises that interfere with the call. On Zoom, you have the option to turn off the microphone before joining a meeting, and everyone but the person leading the meeting should do it. Unmute only when it is your turn to speak.

Use Zoom's chat function

You can send a question or statement to everyone or privately to a participant.

Think about your actions on camera

Always remember that everyone can see you. Someone is watching as you take a big, wide-mouth yawn, stretch, or wander around the room. These exaggerated movements are distracting to the audience and can be disruptive to the speaker. Try to stay still and be attentive.