

Tips for Participating in Zoom Meetings

ZOOM is an online platform that allows us to have meetings, classes, etc. with both video and sound. Here are some Do's and Don'ts to consider while using or participating in ZOOM meetings.

A good rule to follow is this: If you wouldn't do it in your in-person class, don't do it on ZOOM!

Do's	Don'ts
<ul style="list-style-type: none">• Wear clothing that you would typically wear on campus to your classes or to a meeting. Sweatshirts, pants, t-shirts, etc. are a few good examples	<ul style="list-style-type: none">• Attend meetings without clothing on. Pajamas, undergarments, swimsuits, etc. are not appropriate
<ul style="list-style-type: none">• Follow the expectations of your instructor or meeting host	<ul style="list-style-type: none">• Disregard the rules of the meeting or create uncomfortable space for others
<ul style="list-style-type: none">• When using video, make sure your camera is adjusted so that your face is in the picture (shoulders up). Unless otherwise instructed, you can turn your camera off so others do not see you	<ul style="list-style-type: none">• When using video, make sure your camera isn't facing other parts of your body, or focused on distracting things in the space
<ul style="list-style-type: none">• Have a plain background free of distractions for others	<ul style="list-style-type: none">• Have things you may not want others to see in the background, like personal items/pictures, posters that may have offensive language, etc.
<ul style="list-style-type: none">• Focus on the meeting you are in and take notes as needed	<ul style="list-style-type: none">• Work on other tasks, play video games, talk to friends, etc.
<ul style="list-style-type: none">• Be mindful that others can see what you are doing	<ul style="list-style-type: none">• Engage in personal grooming, personal interactions with others, play with a pet, etc.
<ul style="list-style-type: none">• Mute your speaker when you are not talking so others do not hear the noises in your space	<ul style="list-style-type: none">• Leave your speaker on while others are talking. The noises you make will be heard by everyone in the meeting
<ul style="list-style-type: none">• Wait for others to stop speaking before you begin	<ul style="list-style-type: none">• Interrupt people when speaking, take turns
<ul style="list-style-type: none">• Introduce yourself before speaking, for example "this is Bob"... then continue your statement	<ul style="list-style-type: none">• Begin speaking without saying who you are. Some may not see who is speaking.
<ul style="list-style-type: none">• Follow conversation in the chat feature	<ul style="list-style-type: none">• Post things in the chat that are personal, inappropriate, or offensive to others