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Zoom/Video Meeting Etiquette
Tips and best practices for online video conference meetings

Before Meetings

1. Use your camera if you have one
2. Look like you expect to be seen
3. Dress appropriately
4. Control you video and audio quality
5. Adjust your lighting for video quality
6. Think about the impression of your background
7. Practice speaking to the camera and not the screen
8. Optimize Zoom - Don't use "Share my desktop" unless you want pop-up messages
9. Show up early and make sure technical issues don't make you late

During Meetings

1. Mute when necessary
2. Use Zoom chat function to speak privately with others in meeting
3. Think about your actions on camera