











Etiquette and Best Practices

Zoom Meetings

Here are some great tips on etiquette and best practices for you and other participants when joining a Zoom meeting. We hope these help you get the best out of your experience!!

	<p>Test all your technology (Including camera/video, Wi-Fi, and screen sharing if you are the host or presenter).</p>
	<p>Practice Speaking to the Camera and Not the Screen Our tendency is to look at the person on the screen, but you should look at the camera when you speak so the audience feels like you're talking directly to them.</p>
	<p>Be Prepared Download the latest Zoom version and install it.</p>
	<p>Be Aware of Your Surroundings Adjust your work setup so that you face a window or are exposed to plenty of light. And make sure your background is professional and work appropriate!</p>
	<p>Introductions If you have one or more guests, introduce everyone at the start of the meeting/session by naming yourself. Ex. EMSB_Waite, Susan</p>
	<p>Be Respectful – Raise Your Hand Don't interrupt other people when they're speaking (or attempt to speak over them). If you want to speak, physically raise your hand or use the "raise hand" feature that is available in the participant panel.</p>
	<p>Mute Yourself Mute your microphone when you're not talking. This will help eliminate any feedback or background noise that can be heard in your environment.</p>
 <p>DOs</p>  <p>DON'Ts</p>	<p>Do's / Don'ts of Video Conferencing Etiquette</p> <ol style="list-style-type: none"> 1. Do be courteous to other participants. 2. Do speak clearly. 3. Do keep body movements minimal. 4. Do move and gesture slowly and naturally. 5. Do maintain eye contact by looking into the camera when you are speaking. 6. Don't make distracting sounds. 7. Don't shout. 8. Don't interrupt other speakers. <p>Make time for Casual Conversation.</p>
	<p>Top 10 Tips for Good Zoom Hygiene and Etiquette - CLICK HERE Zoom Tips - CLICK HERE</p>

Important: If you have not named yourself as required following many requests from our team, we will have no choice but to remove you from the meeting.