

# ZOOM ETIQUETTE

## Best Practices on Zoom

Make the most of your virtual classroom by following the Dos and Don'ts below.

### DO

Do minimize distractions by finding a quiet place to participate in Zoom sessions. Zooming from home? Let everyone know you will be unavailable and for how long.

### DON'T

Don't take screenshots or cell phone pictures while in a Zoom session without permission. Don't record the session without permission.

### DON'T

Don't engage in texting, social media, work from other classes, or other distractions while in Zoom class.

### DO

Do dress appropriately. Wear the same clothing you would wear to a face to face class.

### DO

Do mute yourself when you're not speaking to eliminate background noise. Use other Zoom functions to communicate (chat, interactive buttons like raise hand, yes/no, etc.)

### DON'T

Don't leave your computer to walk around or leave the room during a Zoom classroom meeting without letting your instructor know.

### DON'T

Don't use distracting virtual backgrounds or change your name to anything other than your first and last name in the Zoom meeting.

### DO

Do turn on your camera. Pay attention to your instructor and other classmates, and any material being shared on the screen.