

Zoom meeting etiquette for participants:

- **Mute your microphone:** to help keep background noise to a minimum, make sure you mute your microphone when you are not speaking.
- **Wait until the presenter allows, to ask questions:** All presenting will allow for a Q&A session.
- **Be mindful of background noise:** when your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers.
- **Position your camera properly:** if you choose to use a web camera, be sure it is in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants. Business attire required. No eating or drinking if your camera is on.
- **Limit distractions:** you can make it easier to focus on the meeting by turning off notifications, closing or minimizing running apps, and muting your smartphone.
- **Avoid multi-tasking:** you'll retain the discussion better if you refrain from replying to emails or text messages during the meeting.