

Zoom Etiquette - Attendee

- Join a few (~5) minutes early so the meeting can start on time.
- Have your video on if possible.
 - Low bandwidth/bad connection may be an exception in order to maintain connectivity.
- Find a quiet space with minimal distractions.
- Be present in the meeting. Avoid other tasks including checking email, working on your phone, etc.
- Mute your microphone when not talking.
- When speaking, begin by stating your name.
- Try to avoid talking at the same time as other participants.
- Avoid monopolizing the conversation; this is especially important with large groups.