



Zoom Étiquette

For Attendees:

- Remember that each virtual classroom seat is good for one viewer in a workshop! This means that you can't have a friend sit in your studio with you unless they have also paid for their virtual seat.
- Keep yourself muted unless you're speaking. Think about your background and what's happening around you. Are you sitting near a family member who is talking on the phone, watching TV or making a smoothie with the blender? Remember that when you are unmuted your microphone will pick up all that background noise.
- Don't talk over other speakers, be patient and wait your turn. When you speak over someone in a Zoom meeting it makes it impossible to hear either one of you.
- Make sure your lighting is not coming from behind you or it will be very difficult for others to see your face.
- Turn off your video if you are planning on eating while you attend the meeting.
- Remember if your video is on everyone can see you and what you are doing!

For Zoom hosts:

- Open your Zoom meeting 15 minutes prior to the start to give everyone a chance to log on and get comfortable.
- Mute your meeting attendees during your guests presentation and utilize the chat to ask questions rather than interrupting the flow of the speakers presentation.
- Control the audio! As the moderator of the meeting you have complete access to all the Zoom controls. Make sure you know where the "mute all" button is and how to mute attendees who forget or don't know how to do it themselves.
- Encourage participation but keep your meetings on track. Be mindful of not letting members monopolize conversations and stray from the current topic.
- Use the spotlight feature: This can be very helpful especially if your meeting has a lot of attendees. The host and co-host have the ability to spotlight. Hover your mouse over the 3 dots of the speaker you want spotlight and select spotlight. You can spotlight more than one attendee at a time.