

Student Zoom Participants etiquette.

Think of a Zoom Meeting as a face-to-face meeting and conduct yourself as you would if you were all present in the same room. In addition there are some additional useful tips below to observe to help ensure the meeting goes smoothly for all involved:

- Join early or on time – up to 5 minutes before the meeting start time
- If you haven't used Zoom before click the link to download Zoom prior to the day of the meeting and familiarise yourself with any features you may need to use on the day – mute/unmute microphone, stop/start video, screenshare etc.
- Have your video on unless you are experiencing connection issues
- Find a quiet space without interruptions / background noise
- Have a plain background – avoid backlight from bright windows
- Have good lighting on your face so you can be seen clearly
- Adjust your camera to be at around eye level if possible – especially take note of the angle of your laptop screen if using the built-in camera.
- **Mute your microphone when not talking**
- Try to avoid talking over / at the same time as other participants
- Be aware you are on camera and try to avoid doing other tasks, checking emails, looking at your phone etc.
- Use the participants option to select raise hand if you want to catch presenter's attention.
- If the presenter has made the chat available ask respectful and valid questions through this.