Attending Virtual Meetings Using Zoom
General Tips & Online Etiquette

Plan to join using your video.
- We are here to network - seeing people’s faces makes it feel more like a live meeting!
- Test your camera so you can see what’s behind you and make sure it’s not cluttered, distracting or revealing of anything unprofessional.
- Ask people sharing your space to avoid walking behind you while you’re on camera so they don’t distract from the meeting.
- Look professional – dress as if you were attending a live event.

Reduce/eliminate background noise.
- Join audio via your laptop and wear headphones when possible.
- Try to remove yourself from family/pets when joining a call.
- Mute yourself whenever you are not speaking.
- Public spaces – like coffee shops – are typically loud. Avoid them.

Test your technology.
- Plan to join the meeting 10-15 minutes early so you have time to work through any tech issues.
- If you have issues connecting, try some basic troubleshooting:
  - Confirm you’re using the right meeting link.
  - Switch to Chrome as your browser and retry.
  - Use this link to test your internet connection, video and audio in a generic Zoom meeting.
  - If NONE of the above work, just dial-in using your phone.

Be present.
- When you’re on your computer, it is tempting to browse other tabs. Please don’t! Remember – if this is worth your time, it’s worth your focus!
- Use chat to share questions or feedback with the Host or Group Monitor during the call to make sure you’re getting what you need from the experience.