

Northern Virginia Business & Professional Women's Club

Zoom Etiquette

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The Do's and Don'ts During Professional Meetings

Zoom Etiquette

- Due to COVID-19, virtual Zoom meetings have become a normal way of conducting business.
- As we enjoy the benefits of the virtual meeting space, basic Zoom etiquette should be used when attending meetings in an official capacity.
- Here are a few dos and don'ts when attending Zoom or other online video conference calls.



Zoom Etiquette Do's

Be on time

Get on the Zoom call on time to feel relaxed even if the meeting is just a click away. Set a reminder for the meeting and get prepared well in advance.

Place Yourself on Mute When You Aren't Speaking

Put yourself on mute when joining the call. Unmute to greet others and go back on mute when the meeting starts.



Zoom Etiquette Do's

Turn Your Camera On - Don't be a lurker

Lurking is a common breach of Zoom etiquette - the act of sitting in a meeting with video mysteriously turned off.

Look directly into the camera

It's important to look directly into the camera rather than at the windows populated by the other participants or the image of yourself to mimic the making of eye contact.

Stage your video area and limit distractions

Set up your computer in a space with a blank backdrop (like a painted wall) or a bookcase.



Zoom Etiquette

Do's

Get the Lighting Right

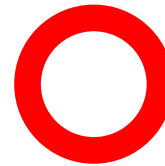
- For Zoom video meetings, more light there is, the better. Front-facing natural light from a nearby window is ideal.
- If there's little or no sunlight or your meeting is being held at night, position a lamp in front of you and behind your laptop. If you have a window behind you, shut the blinds.

Close the Door to Your Home Office

- If you have a home office, before the meeting starts, inform your family members, roommates, or friends that you aren't to be interrupted, and then close the door.

Put Down the Drinks and Snacks, Among Other Things

- Stay professional during the call, and act just as you would during an in-person meeting.
- Keep a bottle of water available if you are presenting. A Zoom call is not the time to eat lunch, drink alcoholic beverages or do things you wouldn't ordinarily do at work



Zoom Etiquette Do's

Show others that you are listening

During Zoom calls, show support through nonverbal cues that you're paying attention. Nod or shake your head, smile, give a thumbs up, etc.

Exit the meeting politely; the host should leave last

The host of the meeting decides when to terminate the meeting and closes the call after every participant has left



Zoom Etiquette Do's

Dress for the occasion

Dress for your video conference the way you would for an in-person meeting. As for what specifically to wear, steer toward solid colors, and avoid sleeveless tops or anything off the shoulders.

Angle and position your camera correctly

- To give the appearance that you're speaking at eye level to participants, prop your laptop or mobile device up so that is at your eye level.
- Position yourself so the camera is seeing you from the chest or waist up, instead of your face taking up the whole frame.



Zoom Etiquette Don'ts

Use Funny Backgrounds or Filters

Use only professional looking backgrounds or filters. If the room lighting is inadequate and causes you to look distorted, remove the background or filter.

Talk Over the Presenter

Talking over the presenter is very unprofessional. If you have a question, use the text chat feature, or wait until the presenter asks if anyone has any questions.

Don't Invite People if They Don't Need to Attend

Inviting those who don't need to attend the meeting can prolong a meeting unnecessarily, waste someone's time and may cause technical delays if many participants are already on the call

Don't Join Zoom Calls While Driving!!!!

Participating on a Zoom call while driving is a safety hazard due to the focus needed to stay engaged. If you are driving, **DON'T JOIN THE CALL!**



References

Zoom Meeting Etiquette: What You Should and Shouldn't Do,
Published: Mar 25, 2021 By Kymberlie Krieger

Andrew Macarthy. THE COMPLETE GUIDE TO ZOOM ETIQUETTE: 20
VIDEO MEETING TIPS FOR A GREAT CONFERENCE CALL