

Zoom Etiquette, Best Practices, and Tips

Mute your microphone

To help keep background noise to a minimum, make sure you [mute your microphone](#) when you are not speaking.

Be mindful of background noise

When your microphone is not muted, avoid activities that could possibly create additional noise, such as shuffling papers, chewing, dogs barking and kids playing.

Limit distractions

You can make it easier to focus on the session by turning off notifications, closing or minimizing running apps, and muting your smartphone.

Avoid multi-tasking

You'll retain the discussion better if you refrain from replying to emails or text messages during the workshops.

Prepare in advance

Be sure to [set your virtual background](#) and have your name visible the way you'd like others to see it. (You can do this in your Zoom settings.) Here's a [video to watch](#).

Test your technology and be on time

We recommend [joining a session](#) 5 minutes early in case you experience any hiccups. (Also, be sure to leave the workshop as soon as it's over.)

Q&A

Remember to put your questions into the Q+A tab. If there is no Q+A option in your session, then you can type questions in ALL CAPS as that's much easier for presenters to see when they're scanning.

More tips

- Laptops work better than tablets.
- Take time to stretch periodically.
- Remember to stay hydrated; it's easy to forget when you're sitting at your desk all day.
- Practice speaking to the camera and not the screen.
- Dress appropriately (you'll be visibly to everyone unless you choose to turn your camera off).
- Here's a video on [how to use Zoom](#) if this platform is new to you.

If you require any assistance at all, visit the virtual Welcome and Tech/Q&A desk; the link will be sent to you. Have fun and thank you for being part of the 3rd annual Student Leadership Symposium!