Blackbirds Rising
Let Your Soul Soar

Simple Zoom Etiquette and Info

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:

1. **Join early** – A good rule of thumb is 10 minutes before the meeting start time. This will provide some time to troubleshoot any minor bumps.

2. **Please be present.** Be aware you are on camera and try to avoid doing other tasks: checking emails, looking at your phone etc.

3. If you haven't used Zoom before, download the Zoom Client app **prior to the day of the meeting** and familiarize yourself with any features you may need to use on the day of the meeting: mute/unmute microphone, stop/start video, screenshare, etc.

    Just go to https://zoom.us/download and download the first one, *Zoom Client for Meetings*. When you download and install the Zoom Client app, it will automatically start when you click on a Zoom link, e.g. in an email invitation.

    CLICK HERE for some great basic video tutorials that can help get you started:

4. If you need technical advice, contact us at 956-351-6566 and we'll be happy to provide what basic help we can. Again, please do this the day before the scheduled meeting.

5. **Have your video camera on** unless you are experiencing connection issues.

6. Find a quiet space without interruptions and/or background noise.

7. Have a simple, plain background. Avoid backlight from bright windows or lights.

8. Have good lighting on your face so you can be seen clearly.

9. 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, which is at the top.

10. Mute your microphone when not talking.

11. Avoid talking over, or at the same time as, other participants.