# ZOOM MEETING ETIQUETTE

**Download the Zoom Software if you have not used the program before:**

https://zoom.us/download

**Control video and audio quality.**
Turn on your computer camera (or purchase one if your computer doesn't have a camera built-in) and use your computer speakers (or microphone headset.)  You must click the START VIDEO button each new session for the camera to turn on.

**Adjust your lighting.**
Don't sit directly in front or beside a bright light source, or else all the audience sees is a bright light and a shadowy figure. Experiment with moving lamps and your camera until you can see your brightly-lit face on the screen.

**Be mindful of background noise.**
Small sources of background noise quickly become a major distraction to everyone on the conference.
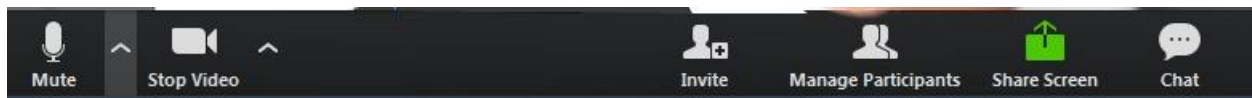Turn off TV's, radios and other background noise sources.  Keep pets quiet.  Do not type on your keyboard unless your audio is on the mute setting.

**Mute your microphone when necessary.**
Zoom has a "Mute Microphone" option that cuts down on ambient feedback for the audience.  When there is a lot of back-and-forth discussion you will disable mute, but you should enable mute when listening to a presenter or anytime you don't anticipate speaking.

**Use Zoom's chat function.**
You can send a question or statement to everyone or privately to a participant.  Be sure to double-check you are sending your message to your intended recipient!



**MUTE**          **START**                                                    **CHAT**
                  **VIDEO**