

# ZOOM MEETING NORMS

## FOR PARTICIPANTS IN LARGE GROUPS



### TEST RUN:

- If you haven't already, set up a Zoom account in advance.
- Test your Zoom video and audio capabilities before a meeting ([zoom.us/test](https://zoom.us/test)).
- If you are going to use video: Frame yourself on the screen and make sure your background is not disruptive in advance.
- Choose to use only audio if your circumstances warrant.

### PARTICIPATION:

- Mute your microphone when you don't have the floor (this will cut down on feedback).
- Use the chat function to ask questions, instead of raising your hand - you will be called on to speak.
- Wait until you are given the floor to speak; this will avoid awkward and confusing crosstalk.
- Use private chats with specific attendees if needed.



### SCREEN SHARING:



- Remember that everyone can see your screen (including open internet tabs and shortcuts) if you share your desktop using the Basic menu. DO NOT select "Share Your Desktop" (unless you want every pop-up email and private message on display!).
- It is recommended that you share an open document using the Basic menu or share a portion of the screen using the Advanced menu.
- Open any relevant documents before the meeting and share only those during the meeting.

### ETIQUETTE:

- If there is outside interference at your location, such as a barking dog, children, etc., please turn off the sound and video until it is resolved.
- If you step away for a lengthy time, mark yourself as away (in the participant screen).

