



## Top 10 Good Zoom Hygiene and Etiquette Tips

Since we are all transitioning to online meetings during the global COVID-19 pandemic, we thought that it might be helpful to list just a few points to maximize good Zoom hygiene and etiquette.

All it takes is one unmuted mic at an inopportune moment, and you can have a Zooming disaster on your hands. So, please be mindful and follow these top 10 Zoom hygiene and etiquette tips.

1. Be sure to mute your mic (lower-left corner of your screen) as soon as you sign on and whenever you are *not* speaking. This is important and perhaps the most critical tip on this list to avoid background noise and distractions for others. You can hold down the space bar to speak and once released it will be muted again.
2. Consider muting your video (also on the lower left of the screen) if you are eating, scratching, talking with someone else in the room, or anything else that might be distracting to others.
3. Close unneeded applications on your computer to keep the video optimally functioning.
4. You might want to use a headset with an external mic for best hearing and speaking capabilities.
5. When you are speaking, to let others know that you are finished, say one of these signoff's: "That's all." "I'm done." "Thank you." So that everyone knows you have finished your comments.
6. If you want to speak, physically raise your hand or use the "raise hand" feature in the participant area that is available at the bottom centre of your screen.
7. You can ask questions and make comments silently if desired using the "Chat" feature (also on the bottom and centre of your screen).
8. Be mindful of your background lighting. If you are sitting in front of a window, you may be completely darkened by the light coming through the window. Your overhead light also might need to be turned off or dimmed as well.
9. Be sure that there is nothing visually distracting (e.g., cars or people going by) in the background too.
10. Remember to sign out or "leave the meeting" when the session is finished.

Bonus item! Do not forget that clothing is *not* optional!

Adapted from:

<https://www.psychologytoday.com/us/blog/do-the-right-thing/202003/top-10-tips-good-zoom-hygiene-and-etiquette-in-education>

Copyright 2020, Thomas G. Plante, Ph.D., ABPP