Tips for Good Zoom Etiquette for Coffee & Conversation

I thought that it might be helpful to list just a few points to maximize good Zoom etiquette. There’s just no substitute for good manners in all our daily interactions at The Center and in our classes, and they’re certainly appreciated more than ever in our “virtual” community. So, please be mindful and follow these Zoom etiquette tips.

1. **Practice good self-care and hygiene.** While on the call, you should be out of bed and wearing appropriate clothes.

2. **Refrain from private behaviors.** Scratching your armpits, picking your nose. We can see you!

3. **Clean up and have a simple background.** A plain wall, a potted plant, or a bookshelf work perfectly.
   - Tip: Zoom also provides virtual backgrounds to help disguise even the most recklessly cluttered environments.

4. **Find a quiet space to meet.** TV/music playing, barking dogs, and roommates talking or slamming doors are not just distracting in person, they are also distracting on Zoom.
   - Consider muting your microphone or shutting your video camera off if you know your environment might distract others. Mute is in the lower left of your screen.

5. **Be sure to mute your microphone as soon as you sign on and whenever you are NOT speaking.** This is important to avoid background noise.
   - Mute is in the lower left of your screen.
   - You might want to use headphones with a mic for optimal listening and speech clarity.

6. **You can ask questions and make comments silently by using the chat feature.**
   - Chat is located on middle bottom of your screen.

7. **Don’t get too close!** Position yourself so the camera is seeing you from the chest up or waist up, instead of just seeing your face.

8. **Position yourself so that most of the light is coming from in front of you instead of behind you.**
   - If you have a window behind you, shut the blinds.
   - Your overhead light might need to be adjusted.

9. **Avoid interrupting others when they are speaking.** We will establish an understanding among ourselves of when and how to interrupt.
   - Consider posting pending questions via chat.

10. **Remember to sign out or “leave the meeting” when the session has ended.**
Link to Coffee & Conversation: https://bostonu.zoom.us/j/204785648
Meeting ID: 204-785-648