Guidelines for Zoom Class Participants
(aka *Zoom Etiquette*)

Tip 1: Learn the Zoom basics before the start of the semester. LLC's Zoom Task Force is ready to
help you learn Zoom basics:
    How log into a Zoom class
    How to check and use your audio and video connections
    How to mute and unmute your mic, how to change your name display, and more.
    How to use screen sharing to show a slide show or video clip for your presentations If
you would like one-on-one help with Zoom, send an email to
info@lifelonglearningcollaborative.org   A Zoom Task Force member will contact you.

Tip 2: Find a quiet place for your participation in a Zoom session. To minimize disruptions, try to
isolate yourself (to the extent you can) so that others won't disrupt you. (That includes your pets!)

Tip 3: Disable your other devices. Pretend you're in a theater and turn off your phone or set it to silent
mode. Same for computer notifications.

Tip 4: **Arrive early and then mute your mic:** If possible, sign into your Zoom class 5 - 10 minutes
early to test your audio and video settings and to settle into your Zoom window. At the start of
class, mute your mic. This will avoid signal noise and background interference, such as echoes,
dog barks, etc.

Tip 5: Position your camera: Sit straight on so that you are nicely framed with a plain background.
Have your device's camera lens at eye level. If necessary, raise your computer or device on a
stack of books for a better perspective. Face a light source (window or lamp) so your bright and
charming countenance isn't in shadow.

Tip 6: Speak to the camera. Speak into the camera as though you're speaking directly to a classmate.
And remember: So long as your camera is active, you are always on display! People will notice
when you're multitasking, fixing your hair, eating, etc. But if you need a break or to step away
from the meeting, simply remain muted and turn off your video.

Tip 7: Respect your classmates. Raise your hand when you want to speak and try to keep your remarks
brief and to the point. Let others finish speaking without interrupting them. Help your coordinator
or session leader manage the flow of the discussion by speaking only when you are called on to
do so.

Tip 8: If you are a presenter, plan ahead to share your files and links. If you'll be presenting or
sharing content during the meeting, make sure you have the files and/or links ready to go before
the meeting begins. Then to send your material to your coordinator ahead of time on the chance
you encounter an unexpected tech glitch.

Tip 9: Resolve tech issues offline. If you're having technical issues, do not use class time to address
them. Most classes have an assigned tech adviser whom you can call or email for support.

Tip 10. Stay secure. Never, ever forward a Zoom link for an LLC class or post it on social media.