

## 10 Do's and Don'ts of Zoom Etiquette

Zoom meetings are a great way to connect with a virtual team and still have the "in-office" connection. Below is a Do's and Don'ts list to share with your team to educate everyone on proper Zoom etiquette techniques.

- Don't wear your PJ's or lounge clothes for the meeting.
- Do wear a professional outfit. This is still a work meeting, even if you aren't "in person."
  
- Don't have your laundry or other distractions in the video background.
- Do a quick background check and remove any unprofessional objects from the camera view.
  
- Don't ignore your surroundings.
- Do pay attention to your room's surroundings. Don't sit in a dark room, have a lamp or window nearby to improve your onscreen appearance. Pay attention to any background noises, if necessary keep yourself muted until it's your turn to talk.
  
- Don't leave your camera turned off or away from your face during the meeting.
- Do make sure the camera is pointed towards your face and use the video option, when appropriate, for all meetings.
  
- Don't stare downwards during the meeting.
- Do look at the camera and try to make eye contact with the other attendees. Just like in an in-person meeting, make sure you're paying attention.
  
- Don't just "wing it" during the meeting.
- Do make sure you know how the video platform works. This includes knowing how to turn your video and audio on and off, screen sharing, and double-checking that your onscreen name and photo is correct and appropriate.
  
- Don't eat in the middle of the meeting.
- Do be considerate of the speaker and other attendees. No one wants to watch or hear you chew during the meeting. Plan out your meals accordingly.



- Don't perform any personal tasks during the meeting. i.e., painting your nails, blowing your nose, playing with your hair, etc.
- Do keep it professional; just because this is a video meeting does not mean you can ignore proper meeting etiquette.
  
- Don't watch the meeting in a common area.
- Do go to a secluded room or area for the meeting to reduce distractions from animals, children, and the TV.
  
- Don't lounge in bed during a meeting.
- Do remember this is a professional environment. You should be in an appropriate location and sitting in a good position. This includes not driving a car while participating in a meeting.

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