

## University of Nottingham Adult Education Online

### #UoNOpenTalk

## ETIQUETTE & TIPS FOR ZOOM DISCUSSIONS

A Zoom meeting is in many ways like a face-to-face meeting. For our online sessions, expectations and rules of behaviour are similar to those in an adult education class. This information sheet offers additional useful tips to ensure that the meetings using Zoom go smoothly for all.

### Before the meeting

- Make sure you have the full joining details for the Zoom (including any passwords, if one has been issued). These will normally be included on the meeting agenda, or in the calendar invitation sent in advance of the meeting.
- Find a quiet space without interruptions or background noise, and ideally with a clean and appropriate background and good lighting on your face so you can be seen clearly. Try to avoid backlighting from bright windows.
- Adjust your camera to around eye level, if possible. Take note of the angle of your tablet or laptop screen if using the built in camera.
- Turn off notifications from applications running on the device you are using; and turn off pings, ringtones and other noise-making notifications on other devices you might have nearby.
- Click on the link sent to you in the meeting invitation, or go to [www.zoom.us](http://www.zoom.us) and click the “join meeting” button and enter the meeting ID.
- If you are unfamiliar with Zoom, plan to join early to familiarise yourself with features you may wish to use in the meeting (e.g., mute/unmute, stop/start video, raise hand, screen share, etc.)

### During the meeting

- Have your video on unless you are experiencing connection issues.
- Mute your microphone when you are not talking.
- Use “Speaker View” to focus on the speaker, or “Gallery View” to see everyone taking part.
- Raise your hand, and wait to be recognised by the Chair. This cuts down on meeting participants talking over one another.
- Be aware you are on camera and try to avoid doing other tasks – e.g., checking emails, looking at your phone, etc.
- Look into the camera when talking, instead of looking at yourself. Direct eye contact into the camera while speaking gives attendees the impression you are looking at them rather than off to the side (which is what happens when you are looking at yourself on the screen instead of into the camera).

### After the meeting

- Click on the “leave the meeting” button at the foot of your screen when leaving the session.

### General

- Please be considerate, and treat all other participants with respect.
- Remember that while some of those taking part will have experience of using Zoom, others will be novices.
- Remember that what you and others say may be recorded.