



Etiquette for Zoom Groups

1. Wear work-appropriate clothing. While it might be tempting to work in your favorite sweatshirt all day, consider wearing professional attire to any video conferences you're attending. You don't have to wear anything fancy but choose something that would be appropriate if the meeting were face-to-face, rather than virtual.
2. Frame the camera correctly. When you're on video, make sure you frame your camera in a way that feels natural and allows you to look at the camera. Sit at eye level to the lens and try to position yourself so that it shows midsection up. Placing it too high leaves other participants staring down at you like a bad tv show. Putting a camera too low can lead to unflattering and awkward angles.
3. Have the right light. You'll want to make sure that there is enough light in the room you're in so that your video isn't grainy and unwatchable. Try to not mix natural lighting and office lighting unless your office bulbs are daylight white. You also don't want any faces being lit from below. Lighting from the sides will make faces look the best, so try for that if you have the ability.
4. Look into the camera. A common mistake is looking at the video feed instead of the camera when speaking to a remote participant. While it may seem like the right thing to do, it actually makes it appear as if you're looking off and not paying attention. This will make you come across as less professional. Looking into the camera lens is the equivalent of looking into the person's eyes, so practice doing so until you're comfortable with it.
5. Conduct your meeting in a quiet area without the possibility of distractions and interruptions.
6. You also must be mindful of the small sounds that you create. Papers rustling, moving items around on your desk, etc. and create an organized space where these sounds are limited.
7. Refrain from eating during your meeting.