

Zoom Etiquette

In today's world, online meetings have become an essential part of our personal and professional lives. Zoom meetings have emerged as the popular way to collaborate and share with colleagues.

Conducting a successful online meeting is just like a face-to-face meeting; naturally there's some Zoom etiquette!

We've put together some guidelines to help create an engaging and respectful environment for all attendees. At CANZ, we want to support our members in navigating this new way of communicating, and we hope these tips will help those who may be unfamiliar with Zoom meetings feel more confident and comfortable.

1. Being on time shows respect for everyone's schedule. To ensure a smooth start, it's a good idea to join the meeting at least 5 minutes early. This gives you time to settle in with any refreshments and resources you may need. Take a moment to familiarize yourself with Zoom's features, especially the Mute and Video buttons.
2. Check your distance from the camera on your screen. Ideally you should be sitting at a desk or table, and close enough so your face fills the screen. Avoid sitting too far away from the camera.
3. Make sure your face is well lit and easily visible. Angle an overhead light or lamp to help and be mindful of not having a dark face and a bright background.
4. Avoid using busy or distracting backgrounds. Opt for a plain background, such as a wall, curtain, or bookshelf. If you prefer a virtual background, choose a simple, blurred option that won't detract from the meeting's purpose.
5. Check that your mute and video buttons are working correctly. Feel free to turn off your video until the meeting begins, but please don't remain anonymous for the entire meeting. If you do need to move away from the screen for any reason, be sure to turn off your video and mute your microphone. It can be distracting to others if we see or hear activities that aren't related to the meeting.
6. The meeting host often controls the mute buttons, so if you need to speak up, use the "reactions" button and select the waving hand icon to get their attention.
7. Be respectful of everyone's time and contributions during the meeting. Follow the host's guidance on when it's appropriate to speak and ask questions.
8. Zoom meetings offer a convenient way for members of CANZ to meet and engage in their profession and association. Let's make the most of this opportunity by being mindful and respectful during our meetings.