

# ZOOM ETIQUETTE

## Videoconferencing Effectively

### Before You Get Started

There are many benefits to videoconferencing. However, in order to take full advantage, you need to properly set-up and prepare for an effective and engaging meeting.

**ZOOM** is free for groups of no more than 100 when meeting for 40 minutes or less. If you plan to meet longer or with a larger group, work with your local Extension office and they can help you schedule your next meeting. University of Idaho employees have access to different ZOOM levels.

Not sure where to start? Review this guide, log in into ZOOM, and see what it has to offer. The best way to learn is to just give it a try!

### You've Got This!

**Trying something new is intimidating, but we're here to make it as easy as possible.**

- **Prepare your delivery ahead of time** – In order to be successful, know how you will run the meeting. Agendas are still needed, but what are you going to do to engage the participants?

- **Enter your full name** – We want to know who is joining the meeting. To fully participate and welcome others to communicate with you, and know that you are a part of the meeting, enter your full name and keep your video on!
- **Join by phone, computer, or calling in** – Make sure you know how to log in by computer, phone, or by just calling in. If you are a host, consider scheduling a time for participants to test things out before the scheduled meeting.
- **Know how to unmute yourself** – When called on, sometimes you're surprised and unprepared. But to minimize lag time, make sure you know where the button is to turn your sound on and off. If you are on a phone use \*6 to mute/unmute.
- **Avoid distractions and commit to the meeting** – Even in virtual meetings you need to be listening and engaged.
- **Create a social atmosphere** – Build in opportunities for the group to catch up or try virtual team building games. Encourage use of the chat box, build in Q&A or polls. This will support an engaging meeting and help create a welcoming environment for participants.

# Setting Up a ZOOM Meeting

## Follow these tips to ensure virtual success!

1. **Log in** and create an account.
2. Before you begin, know the **purpose of the meeting**. Discussions? Instruction? A combination?
  - a. The settings in ZOOM (on the top left of the screen) allow for flexible delivery. We cover the basics of ZOOM's standards below, but if you would like to build in more advanced features like polls, go into advanced setting and select polling and/or breakout rooms before you set up your meeting.
3. **Schedule a meeting**.
4. Give your meeting a name (**Topic**). Participants can then easily identify they are in the correct meeting.
5. **Descriptions** are helpful. Share briefly what will happen at your meeting; mention if it will be geared towards an age group or perhaps include your agenda.
6. Enter the **date, time** (remember time zones), and even meeting **duration**.
  - a. If your meeting will last longer than 40 minutes or will host more than 100 participants, work with your local UI faculty and staff as they have different permissions and can work with you for setting up larger and/or longer meetings.
  - b. Consider making this a recurring meeting. The advantage is that it creates a meeting room number, which is the same every time you meet and the link for each meeting will not change. If you schedule a separate meeting each time, participants will need a new link for each meeting.
7. In general, you should leave the registration, meeting ID, and meeting password as already selected (ZOOM standard).
8. Make sure to **turn video on** for both the host (you) and participant. If you are going to host a virtual meeting, you should be able to see and hear each other!
9. **Enable audio** for both computer and telephone (Both). This is the standard, but it will allow participants to join by phone and computer.
10. For Meeting Options:
  - a. Allow your **participants to join before the host**. Unless you are worried about shenanigans, then they can wait until you begin the meeting!
  - b. **Mute participants upon entry**. So often participants are still settling as they join, creating a lot of background noise. This allows the meeting to begin and continue smoothly, regardless of when a participant joins the meeting.
11. If you have someone that will **co-host** the meeting, enter their email to allow them Host permissions. Another tool to help the meeting run smoothly.
12. Before you finish, do you plan to add polling questions? Make sure to add those before you save and share your meeting. If you have selected that as an option in your meeting settings (see #2), adding polling questions will be at the bottom below the save meeting.
13. **Save the meeting**
14. The next screen shows the meeting detail. On the middle, right hand of the screen you will see "**Copy the Invitation**". Clicking here will allow you to share the meeting information. Copy and paste the information for the meeting into an appointment on a calendar or a separate email. You may want to share the topic, description and date/time. But make sure to also include:
  - a. The link for "Join this meeting". This is how people can join from a computer. If people are joining video from their mobile phone, it is easiest if they download the app, but that is not a must.
  - b. Include the meeting ID. They can always go to ZOOM and add the meeting ID, which will allow them to join even without the direct link.
  - c. Include the "Dial by your location" appropriate for time zone. Idaho should use the San Jose phone number.
15. **Send out your invite** to meeting participants!

**Tough Times  
Don't Last,  
Tough People  
Do!**

## When You Are in Front of the Camera:

1. Ensure your technology works correctly before the meeting.
2. Be on time.
3. Wear work-appropriate clothing.
4. Frame the camera correctly.
5. Use good front lighting (we should see you, not *behind* you).
6. Look into the camera.
7. Mute yourself when not speaking.
8. Use ZOOM's many features (voice, chat box, Q&A) to participate.
9. **Pay attention!**