

Zoom Meeting Etiquette For Participants

Join the Meeting Early



You should join the meeting early so that you can test your technology.

Greet the Host



Greet the host when you enter so that they know you are there.

Remember You Are Always On the Camera



Prioritize a work appropriate background and consider your background and lighting.

Find Your Strongest Internet Connection



Connect to your hard-wired internet. Try to have the most reliable internet connection.

Eliminate Distractions



Turn off email notifications, put your cell phone on silent, put a sign on the door, and put household pets in another room or outside.



Check Your Camera and Microphone

Turn your camera and mic on. Meeting virtually is no different from meeting face-to-face. People want to see and hear you.

Mute Your Microphone



Before you speak, make sure your mic is unmuted. If you do not intend to be heard, mute your mic.

Use the Chat



If it's not a good time to interrupt, send someone a private message. Remember that the host may save the chat.



Look at the Camera When Speaking

Look at the camera when you are speaking, just like you would look people in the eye during a face-to-face meeting.



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If you are an individual with a disability and need an auxiliary aid or service, enter your required accommodations on Form 300.A-3 and notify your County Extension Office.

Questions?

Contact your County Extension Office at <http://aces.nmsu.edu/county> or contact the State 4-H Office at Phone: 575-646-3026
<https://nm4h.nmsu.edu>
<https://facebook.com/NMSU4H>
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