



ZOOM ETIQUETTE & PRO TIPS

Zoom Etiquette: Preparing for the Meeting

- Dress for the occasion
- Check your internet connection before joining the call
- If possible, join from a computer (please try not to join from your car or your cell phone)
- Please arrive 5-10 minutes early to the meeting
- Do your best to join from a quiet location indoors so your sound quality is at its best
 - No barking dogs, blowing wind, etc.
- Test your video and microphone before the meeting begins so you don't spend your legislator's time troubleshooting technology

Zoom Etiquette: During the Meeting

- Keep your microphone off when not talking
- Turn your video on so that your legislator can put a face with your name
- Position your camera so everyone can see your full face (we don't want to see your keyboard or just your forehead and eyes!)
- Stay in one place. Do not bring your device around your house or workspace while you multi-task
- Do not eat during the meeting
- If you join late, please keep your microphone off so that you don't interrupt the conversation
- Ask questions or make a comment by "raising your hand" or using the chat function