

A GUIDE TO ZOOM ETIQUETTE

BY NSERC PERMAFROSTNET

SET UP YOUR SPACE

Find an area in your house where you can sit comfortably and focus.

Make it separate to your relaxation space. Ideally away from a TV screen or other distractions.



USE CAUTION ONLINE

Never share confidential or sensitive information in a Zoom meeting or chat



CREATE A PROFILE

Please upload a profile image and enter your name so everyone knows who you are, even if you are not using video/mic.

DISRUPTIONS ARE NORMAL

You are not in a regular meeting, and we know that.

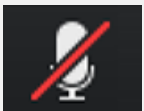
Life will happen around you, and that is okay!



TAKE BREAKS

Get up once in a while. Have a snack. We're on different time zones and your break needs may differ from the schedule.

MUTE YOUR MIC



If you are not speaking, or need to step away from the meeting, remember to mute your mic!

CHANGE IT UP

We have a schedule, but if things are becoming difficult to focus on, take a 5-min break and come back to it - just let us know.

RUNNING LATE? NEED TO LEAVE EARLY?

Everyone is facing challenges so please don't worry if you need to go, just go and connect with us later.

RAISE YOUR HAND

Please use the "Raise your Hand" button in Zoom if you have a question.



TAKE NOTES

Zoning out?

Note-taking keeps your mind engaged.



VIDEO CHAT OPTIONAL

Using video is great for interaction, but if it makes you feel uncomfortable, we respect your privacy. Virtual backgrounds also afford privacy if you want us to see you, but not your surroundings.