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.

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

Life will happen around you, and that is okay!

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.

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.

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

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.

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.