

ZOOM RULES & ETIQUETTE

Law Offices of **Oeser-Sweat, P.C.**

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Meeting Rules:

1. Always mute your mic when in a meeting if you are not speaking.
2. Clothing should be as professional as possible. If you are in street clothing and it is a business meeting, use avatar/headshot. Pants & Shirts are not optional.
3. Keep the device in a steady position.
4. Choice of Device:

Dedicated Terminal: If possible, set up a dedicated terminal or area where you can take zoom calls which allows for a professional or virtual background. A dedicated terminal minimizes the glitches you have.

Phone or Laptop: Make sure that the device is stable and pointed at you and not your ceiling, wall or other distractions.

5. Organize Files in advance: Keep them organized in one folder for the meeting.
6. Join meetings on time or in advance.
7. If recording, let the participants know.
8. If possible, keep meetings private and use passwords. Make sure to limit or eliminate the ability to screen share if you have a meeting with multiple people in a lecture type setting. Be aware of file transfer settings.
9. Consider using a headset with a mic if necessary.
10. Consider using “mirror video”.

Background

Video

Virtual Background: Keep several virtual backgrounds in your account which are professional or in a nice environment. Use Licensed or Royalty Free images. Pexels is a good source.

Camera Latch: Use a latch on your device camera so that you can control whether or not you can be seen. After meetings, close latch. Before meetings, close latch.

Test Run: Open a meeting before your scheduled meeting and test/troubleshoot what you look like.

Avatar/Headshot

a. Headshot

Zoom Avatar: Pick a headshot to use as your Zoom Avatar. This is your default image when you are in a zoom meeting without video. Make it as professional as possible. A close up is ideal.

- b. If you are in a non-professional environment of any sort, use the Avatar. If you are asked to join a meeting without notice, make this a condition of joining.
- c. Remember, you can still share screen without sharing video.
- d. Make sure you check your audio.

Audio Tip: If you have to call in and use video on different devices at the same time, mute the audio on the device you are not using to talk otherwise the feedback will be disruptive.


- e. Stay on Topic: Don't explain your background, introduce your pet rock, or overshare. Have the meeting, end the meeting.
- f. Check your lighting.

Lighting Tip: People are often surprised by the fact that in many cases, lighting has NOTHING to do with the light in your room and everything to do with the device you are on. Two different devices in the same room can look completely different on Zoom.

Behavior

Act like you are on a live TV show: Refrain from doing things that you would be horrified by seeing a news anchor or weather person do. That includes eating, multitasking, digging up your nose, or other sophomoric or socially unacceptable behaviors.

- a. Fix your clothes
- b. Check your appearance in the mirror before the meeting.
- c. Set up your water or other self care items off camera, within reach. Try not to use them.

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- d. Don't use the chat function for anything inappropriate or that you would not want the group to see or read.

Desktop

Clean Your Desktop: Your desktop is like your house! If you are going to be sharing your desktop, make sure there are no inappropriate items open. Clean up your desktop. Close unneeded software to optimize the computer's ability to handle streaming video.

Remote Support Functions

Help the Helpless: Some people need a little help to get through basic things. Consider using Remote support functions to help people who are less tech savvy.

Ending Meetings

Say Goodbye. Have the other person say Goodbye. Don't start another conversation. Sign out.

