Participants

- **Preparation**: Re-read any instructions the host may have posted or sent such as to review documents prior to the meeting. Be on time. Check to see if the meeting will be recorded if you cannot attend.
- **Position your camera properly**: If you choose to use a web camera, be sure it is in a stable position, focused on eye level and at least an arm’s length from the screen. Doing so helps create a more direct sense of engagement with other participants. If you are not using a camera and opt to use a still photo, be sure it is professional. If using a virtual background, be sure it is appropriate for a professional setting.
- **Muting**: To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking if the host has not already done so.
- **Chat**: Be mindful not to use the chat area to distract from the current speaker. Use chat for its intended purpose as directed by the host or moderator. Be aware that private chats can be seen by the host and are saved along with the metadata for any Zoom session.
- **Be aware of background noise**: When your microphone is not muted, avoid activities that could create additional noise.
- **Screenshare**: Never share your screen unless given permission by the host.
- **Avoid multitasking and Limit Distractions**: You can make it easier to focus on the meeting by turning off devices or running apps. You'll retain the discussion better if you refrain from replying to emails or text messages during the meeting.
- **Prepare materials in advance**: If you will be sharing content during the meeting, make sure you have the files and/or links ready to go before the meeting begins.
- **Observe professionalism**: Avoid interrupting others, keep comments civil and respectful. If the meeting brings up issues that are not germane to the meeting’s topic, arrange to have a separate discussion at a later time with the appropriate parties.

Hosts: **Manage Your Participants and avoid “Zoom Bombing” or unauthorized access**

- **Allow only signed-in users to join**: This feature can be useful when you want to control your guest/participants list. If someone tries to join the meeting who isn't signed in to a Zoom account, they will receive a notice indicating the meeting is open only to authorized attendees, and they will have the option to sign in with an authorized email address.
- **Lock the meeting**: Locking a Zoom meeting that is in progress prevents new participants from joining, even if they have the meeting ID and password (if required). In the meeting, click Participants at the bottom of the window, then click the Lock Meeting button in the pop-up window.
- **Set a meeting password**: This option requires attendees to enter a password that you provide before they can join the meeting. Requiring a password makes it easier to share the Meeting ID publicly, because you can send the meeting password privately.
- **Mute participants and disable screen sharing**: You can unmute or allow participants to share their screen by clicking on their name. Other preferences you might want depending on the nature of your meeting might include turning off “file transfer,” “annotation,” and private or public chat. Go to settings prior to the meeting to enable or disable any of these functions.
- **Remove unwanted or disruptive participants**: should unauthorized persons appear in the meeting, navigate to the Participants menu, mouse over a participant’s name, and click Remove. They will not be able to rejoin.
- If involving students, provide advanced, written notice that the meeting will be recorded and remind them as the meeting or class begins. Remind students to conduct themselves and participate as if they were in a live classroom.
Conducting Professional Meetings

- **Position your camera properly:** Be sure your camera is in a stable position, focused on eye level and at least an arm’s length from the screen. Doing so helps create a more direct sense of engagement with other participants.

- **Eliminate distractions and focus on the agenda:** Notifications from messaging applications, ring tones, and applications running on your desktop can be distracting, which can make your attendees feel disrespected and undervalued. Mitigating these distractions helps keep the meeting focused and free from interruption.

- **Clearly communicate expectations** prior to formally starting your meeting. This may include if, how or when participants may ask questions, using chat, deferring to a moderator, etc.

- **Look into the camera when talking instead of looking at yourself:** Be sure to position your web camera and monitor at eye level so you can look into the camera and simulate that eye-to-eye connection with other attendees.

- **Ensure that you have a clean, work-appropriate background:** You want your attendees’ focus to be on the meeting content. Zoom’s virtual background feature is an easy way to eliminate background distractions when you have to meet in a messy or busy location.

- **If you’re the host, stick around:** Wait until everyone else has left the meeting before hanging up, so attendees can leave at their own pace and get any final words in before disconnecting.