

Zoom Meeting Etiquette for Viewers

Here are some Zoom courtesy guidelines for virtual rehearsals and meetings

Preparation

- **Find a quiet space** without interruptions and/or background noise.
- Check your background. Is it distracting? Can we see that pile of laundry you've been avoiding (not that we don't understand, it's just that we want to see it!)?
- Zoom has a Touchup My Appearance feature (smooths out the lines and blurs things tiny bit) which you can use in case it's been "one of those days." Go to Settings > Video > Touchup.
- Adjust your camera to be around eye level if possible. Especially take note of the angle of your laptop screen if using the built-in camera.
- Sit close enough to the camera to show your face down to a couple of inches below your shoulders.
- Position the camera so that you're **facing a light source**; the lighting shouldn't be behind you. The best lighting is natural light; if no natural light is available, use a lamp.



*Good lighting, good angle,
plain background*



*Poor lighting, backlit by
window, busy background*

Microphones

- **If you are not the person currently speaking, please mute your microphone.** To mute your mic, select the microphone icon in the bottom left corner of the Zoom call. When the icon has a slash through it, it's muted. To unmute yourself to speak, select the microphone icon again.
- **TIP!** You can hold down the space bar on your keyboard to temporarily unmute yourself while speaking. When you release the space bar, you go back to being muted.

During rehearsals

- Join a few minutes before the rehearsal start time; this will ensure we begin right on time and you won't miss anything.
- Though tempting, try not to multitask too much. (And if you do it anyway, PLEASE mute yourself.)
- Have your video on unless you're experiencing connection issues. See your beautiful face makes us feel more connected to our friends!
- Avoid talking over or at the same time as other participants.
- Put your hand up if you want to speak, either literally or via Zoom: you'll find Zoom's "raise hand" option tucked away under Participants.
- Keep losing the speaker? Consider switching from Gallery View to Speaker View. You can also Pin someone, which will "pin" them to the top of your device. To do this, go to that person's square, click top right and choose "pin video." On a smaller device, try double-tapping on the person's square.