Zoom Meeting Etiquette For Participants

**Join the Meeting Early**
You should join the meeting early so that you can test your technology.

**Find Your Strongest Internet Connection**
Connect to your hard-wired internet. Try to have the most reliable internet connection.

**Mute Your Microphone**
Before you speak, make sure your mic is unmuted. If you do not intend to be heard, mute your mic.

**Eliminate Distractions**
Turn off email notifications, put your cell phone on silent, put a sign on the door, and put household pets in another room or outside.

**Greet the Host**
Greet the host when you enter so that they know you are there.

**Use the Chat**
If it’s not a good time to interrupt, send someone a private message. Remember that the host may save the chat.

**Check Your Camera and Microphone**
Turn your camera and mic on. Meeting virtually is no different from meeting face-to-face. People want to see and hear you.

**Look at the Camera When Speaking**
Look at the camera when you are speaking, just like you would look people in the eye during a face-to-face meeting.

**Remember You Are Always On the Camera**
Prioritize a work appropriate background and consider your background and lighting.

Questions?
Contact your County Extension Office at [http://aces.nmsu.edu/county](http://aces.nmsu.edu/county) or contact the State 4-H Office at
Phone: 575-646-3026
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