When connecting to a Zoom call don't forget…

- **Make sure you are correctly logged in to your UK Zoom account:** It is important that you log in to Zoom using your linkblue username and password for optimal meeting experience and security features. See [How do I log in to Zoom?](#) for more.

- **Be informed about how to keep Zoom meetings secure:** Security for your Zoom meetings and conferences should be a major concern. See [How to Secure Your Zoom Meetings](#) for more.

Ten Tips for Student Zoom Etiquette:

1. **Plan your surroundings:** Choose a background that limits distraction and contributes to a safe and respectful environment for all meeting participants. Consider how what is visible to participants might be interpreted, especially without context.

2. **Protect the learning space:** Avoid sharing the course Zoom meeting link, intentionally or unintentionally, with anyone outside of your class.

3. **Allow space for other voices:** Mute yourself upon entering a meeting (if you are not already muted). Remain muted unless you would like to speak. Background noises can overtake the audio, and this also ensures that conversation in your physical location does not make its way into the Zoom meeting.

4. **Make non-verbal cues visible:** Turn on your video when speaking, if possible, so classmates and the instructor can read non-verbal cues. Or, if you have video disabled, be aware that your audience has only your voice and tone as opposed to expressions and gestures.

5. **Toggle video on and off to meet your needs:** It is always helpful for the presenter when your video is on so they can see your reactions, raised hands, or other non-verbal cues. However, if your connection seems to lag, turn the video off. The toggle is also useful when you are able to participate fully in class but would be more comfortable without your video showing.

6. **Avoid distractions:** Try to give the Zoom meeting your full attention. Turn off email, text, and other instant notifications to avoid distraction. If you are moving around the room, wrestling with your cat, or need to step away for a second, turn off your video to avoid distracting others. Make sure your mic is muted when you are not speaking.

7. **Know expectations for participation:** Follow any procedures and expectations that your instructor outlines. Some classes might have specific requirements for how you

participate in the Zoom meeting, and others may not. If you have questions about expectations, ask the instructor.

8. **Identify yourself to clarity and recognition:** When sharing a verbal comment, identify yourself (for instance, "Dr. Jones, this is Chris. I would add to the last comment by saying…" or "Hi Professor Smith, this is Marcie. I have a question about your last slide…").

9. **Contribute however you can:** If your audio is working (i.e., you can hear everyone in the meeting), but your microphone is not, use the "chat" feature to offer questions or comments. Regardless of hardware issues, the chat feature is a great way to share questions and comments if you don't feel able to interject them verbally at the moment.

10. **Reach out and ask questions:** Follow up with your classmates or your professor via email or office hours if you missed something during the meeting or have questions that did not get answered before the meeting ended. It's new territory for everyone, and folks will be very understanding.