



# ZOOM ETIQUETTE

## for online learning sessions

### CHECK YOUR SETTING

**Sit arm's length from the screen.**

Have a light in front of you, not behind you. Be comfortable, relax, and smile at the camera! If it helps, tape a picture beside the camera to help you remember to look up.

### SOUND CHECK

Minimize background noise and stay muted unless you're speaking. Use an external microphone (headphone mics work well!) if possible.

**Speak slowly and clearly!**

### EAT OFF CAMERA

Sip your coffee, drink your water, but **if you need to eat during a session, please do so off camera!** Minimize distraction by letting the instructor know you'll just be listening in for a few minutes.

### GET ENGAGED

Be present! **Don't multitask.** Tune in, nod your head, speak up, and make the most of your time with the instructor and others in your session! Use Zoom's connection features - Thumbs Up, Clap, Chat.

### NO SMOKING

**Prime sessions are tobacco-free.** Please do not smoke or vape on camera.

### STAY PUT

After you're all set up...stay that way! **Don't walk with your camera!** This minimizes distraction for others and will help you stay in tune.

 Prevention Research Institute™

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