

# TIPS FOR ZOOMERS

**MUTE YOURSELF IF  
YOU ARE NOT TALKING**



**BE ON TIME TO THE  
MEETING**



**TURN ON YOUR VIDEO**



**COME PREPARED**



**DRESS APPROPRIATELY**



**BE RESPECTFUL**



**FIND A QUIET PLACE**



**RAISE YOUR HAND IF  
YOU WANT TO TALK**



**PAY ATTENTION WHILE  
OTHERS ARE TALKING**



**TAKE YOUR TURN, DON'T  
TALK OVER OTHERS**



**TEST YOUR AUDIO AND  
VIDEO BEFORE THE  
MEETING STARTS**



**USE CHAT BOX PER  
LEADER'S DIRECTIONS**

