

Online Etiquette Guide

1. Test all technology (including camera/video, Wi-Fi, and screen sharing) *before* the meeting. You may want to schedule a test call prior to the first meeting.

2. Dress appropriately. Wear what you would normally wear to your small group/church.

3. Be aware of your surroundings. Adjust your setup so that you face a window or are exposed to plenty of light. Center yourself in the screen. Tops of heads and awkward angles makes it difficult for people to connect. And make sure your background is professional and appropriate! This means:

- No beds (unmade or made) in the background
- No messy rooms or open closets where everyone can see your clutter
- No NSFW (not suitable for work) artwork

4. Mute your microphone when you're not talking. There's nothing more frustrating than hearing that alien echo noise from conflicting microphones. Unless you live alone, your house is probably pretty noisy these days. Muting your microphone when you're not speaking gives other participants the ability to chime in and share their thoughts without distraction or frustration.

Notifications from messaging applications, ringtones, and applications running on your desktop can be distracting, which can make your attendees feel disrespected and undervalued. Mitigating these distractions helps keep the meeting focused and free from interruption.

While kids and pets are adorable your group won't love having to talk over a screaming child or barking dog. So, be mindful of noise.

5. Multiple devices. If there are multiple devices being used from one household, go into separate rooms to avoid noisy feedback.

6. Coffee/tea ok, but maybe avoid food. Avoid eating while in a meeting. Not only is it distracting to others, you may find it challenging to focus on what others are saying.

7. Stay seated and stay engaged. Look into the camera when talking instead of looking at yourself. Direct eye contact into the camera while speaking gives attendees the impression that you are looking at them rather than off to the side, which creates an environment where everyone feels engaged and present in the conversation.

Also--it may be tempting to check your inbox or carry on a side conversation during a quiet moment, but don't do it! You will miss out on connection or an opportunity to share. Use attentive body language: sit up straight, don't make big extraneous movements, and don't let your eyes wander too much.

8. Be respectful of conversation. Everyone will have the opportunity to speak. Try to avoid talking over people.

9. Security. Set up a registration where a link will only go to those who have registered. Use passwords and other suggested precautions. Secure your Zoom meeting from Zoom-Bombing. Zoom-Bombing is a type of online vandalism where random people are joining a Zoom meeting for the purpose of disruption. To continue our successful momentum with online programming, we need to follow guidelines to keep the meeting rooms safe for all attendees.

Here are a few recommendations by IT professionals to minimize exposure.

- Change screen sharing to “Host Only” in your settings
- Disable “Join Before Host” so people can’t cause trouble
- Disable “File Transfer” so there’s no digital virus sharing.
- Disable “Allow Removed Participants to Rejoin” so booted attendees can’t slip back in.

Want to learn more about Zoom security practices? Check out this link on the Zoom blog:
<https://blog.zoom.us/wordpress/2020/03/20/keep-the-party-crashers-from-crashing-your-zoom-event/>