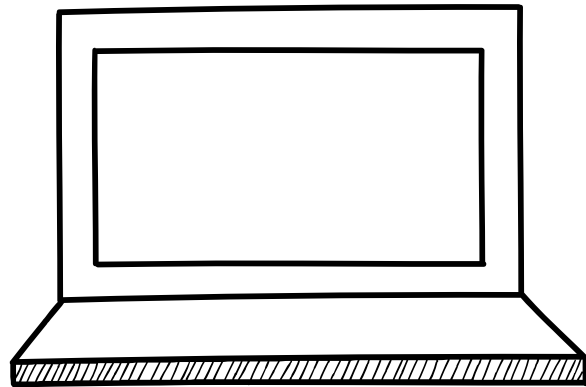


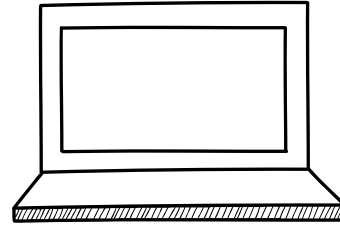
ZOOM

Etiquette

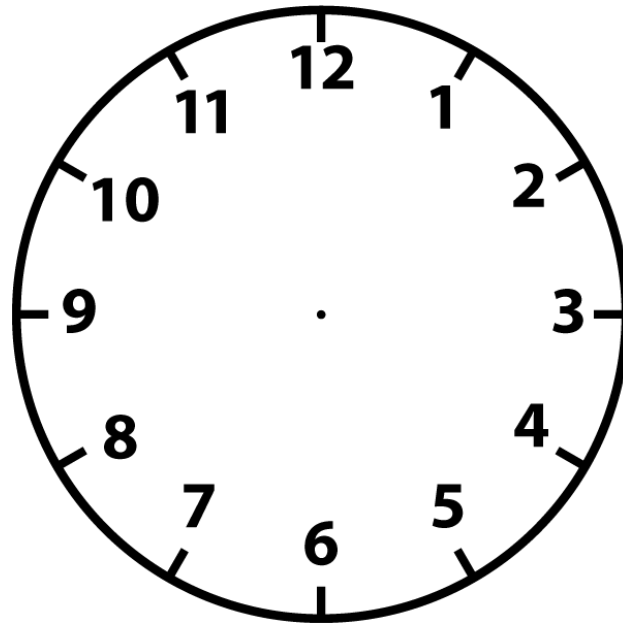


ZOOM

Etiquette



I. Be on time.

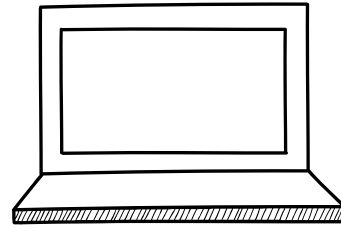


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ZOOM

Etiquette



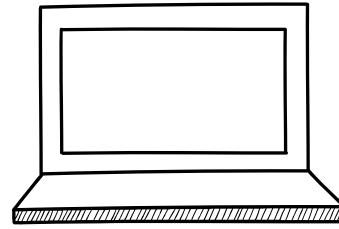
2. Be present.

Find a spot where you can focus, free of distractions.
Do not eat, drink, or chew gum during the meeting.



ZOOM

Etiquette



3. Be kind. Be courteous.

- Use nice words when you speak and when you write.

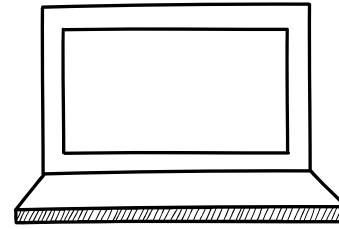


- Dress appropriately.


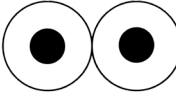



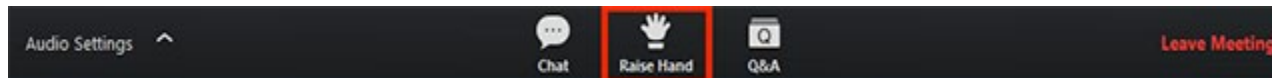
ZOOM

Etiquette



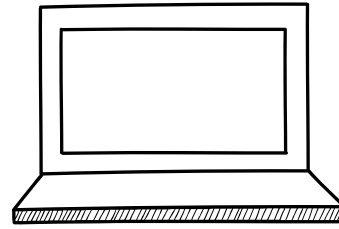
4. Use video. Stay muted.

- Keep your video on. 
- Use your eyes to track the person who is speaking. 
- Mute your microphone. 
- Click the “raise hand” button and wait for your turn to speak.



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Etiquette



1. Be on time.

2. Be present.

Find a spot where you can focus, free of distractions.
Do not eat, drink, or chew gum during the meeting.

3. Be kind. Be courteous.

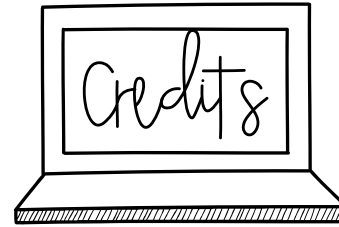
Use nice words when you speak and when you write.
Dress appropriately.

4. Use video. Stay muted.

Keep your video on. Use your eyes to track the person who is speaking. Mute your microphone. Click the "raise hand" button and wait for your turn to speak.



ZOOM Etiquette



Thank you so much for purchasing *Zoom Etiquette!*
I hope that it adds a little more sunshine to your online classroom.

If you have any questions or would like to request something specific,
please feel free to e-mail me at:
mere728@gmail.com

Thanks and Happy Teaching!

Meredith Smith
 [sunshinesmilesandsuccess](https://www.instagram.com/sunshinesmilesandsuccess)

