



ZOOM MEETINGS BEST PRACTICES

ATTIRE

- Business casual attire is essential to maintain a professional image.
- FIU gear is welcomed.

WORK ENVIRONMENT

- Conduct your Zoom meetings in the right environment.
- Consider noise level, appropriate lighting and camera angles.
- It is best to keep the camera on your device at eye level.

BACKGROUNDS

- When conducting formal business, it is best to use an approved virtual background. This allows for consistency, brand awareness and a heightened FIU experience. For a gallery of branded background, visit the [Zoom Background Flickr gallery](#).
- As may be appropriate, creative and customized backgrounds can be used during special occasions.

AUDIO

- Test your audio, speakers, and microphone before entering a meeting to avoid disruptions.
- Use the mute button when you are not speaking to avoid background noise interference.
- Take advantage of the "Raise Hand" feature, which can be used when you would like to speak. This avoids more than one user speaking at the same time.

ZOOM ETIQUETTE

- Refrain from activities not related to your meeting, including but not limited to, eating, house activities, etc.
- If you need to attend to an immediate situation, please turn your camera and microphone off.
- When you finish speaking, use a phrase to make others aware so that they may continue. Examples of these phrases include: "I'm done" , "thank you" , "that's all."

SUPPORT

For additional Zoom resources and support, please visit the [AskIT website](#).

