

# NETIQUETTE GUIDE FOR ZOOM - LLC EDITION

It is important to recognize that **the online classroom is in fact a classroom**, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as **netiquette**.

## ZOOM ETIQUETTE

*Do not share your Zoom classroom link or password with others.*

### When attending a Zoom class or meeting:

- Find a **quiet space with stable internet connection** to attend class. The study space does not need to be a separate room; a chair and desk/table set for schoolwork in a quiet corner should be sufficient. The space should be **conducive to work**, including pair/group work. Make sure you are uninterrupted by other household members, including pets.
- **Dress appropriately** for class. Even though you may be alone wherever you are, remember that your professor and classmates can see you.
- Your professor and classmates can also see what is behind you, so **be aware of your surroundings**. Make sure the background is not distracting or something you would not want your classmates to see. You may use a virtual background if your device supports this feature. Be sure to **avoid using backgrounds that may contain offensive images and language**.
- Set up and mount the webcam video at the level of your eyes to **show your full face**. If you are using a laptop, you may need to place a book or two under it. Test the audio of your webcam. *For any technical difficulties, please contact the UF Computing Help Desk (352-392-4357).*  
<https://elearning.ufl.edu/media/elearningufl.edu/zoom/How-to-Join-a-Meeting.pdf>
- Arrive/Zoom in **on time or a few minutes early**. Attendance will be taken at the start of each class session, and tardiness will be marked.
- During class session, **set yourself on mute** unless you want to speak or you are called upon. Your **webcam must remain on** throughout the class hour.
- If you want to speak, you can raise your hand (**click the “raise hand” button** at the center bottom of your screen) and wait to be called upon.
- When you are assigned to a breakout room, **enable your webcam and microphone** so that your partners may hear and see who they are working with.
- Follow the same rules of **respectful interaction** as you would in a face-to-face course. This is especially important in a remote situation, where multiple voices attempting to speak at once result in no one being heard.
- **Refrain from eating** during the class hour, as you would in a face-to-face course.
- **Alert your instructor as soon as possible if you experience technical difficulties**. A “chat” can be sent at any moment during a Zoom session if, for example, you find that your webcam or microphone are not functioning properly.
- **Relax and enjoy class!** Remote learning presents some challenges but many rewards as well.