Zoom Etiquette to Observe during RSOP affiliated Zoom Events

Please observe the following *Zoom Tips for Professional Decorum* during all Zoom sessions affiliated with Rangel School of Pharmacy

Zoom Tips for Professional Decorum[i]
- Connect to Zoom using a desktop computer, laptop, or tablet at a location that accommodates focused learning and participation.   - Due to the small screen size of smartphones that inadequately displays shared content, e.g., PowerPoint slides, connecting using smartphones is strongly discouraged.   - Multitasking on other responsibilities during a Zoom session is not acceptable.   - Your display name should be your First Name and Last Name. In addition to identifying yourself to the session attendees, your display name may be used to take attendance throughout the required online sessions.   - Be prepared to connect to Zoom with your camera and show the video. Be mindful of the background. Pets, loved ones, roommates, and other people can be particularly distracting for others.   - Always mute your audio when not speaking.   - If there is more than one connection in the same room, mute your audio to prevent feedback or echoing.   - Try to position yourself and camera so that you maintain good eye contact with the speaker.   - Avoid repetitive and unnecessary movements on camera.   - Do not assume the chat box is private if enabled.   - Ensure your Wi-Fi/network is stable enough to support a video teleconference connection. If you get booted, simply reconnect.   - Follow the following business casual dress code: - Business casual for men: includes full-length dress pants or casual slacks, dress shirt or polo.   - Business casual for women: includes full-length dress pants, casual slacks, appropriate length dress or dress skirt, blouse, or polo shirt with limited accessories.   - What not to wear: caps or hats; cargo pants, shorts, or denim clothing (jeans); no leggings or exercise clothing allowed.

Zoom Troubleshooting Tips
• [Joining a Meeting on Zoom](#) • [My Video/Camera Isn't Working](#) • [Testing computer or device audio](#) • [Attendee Controls in a Meeting (mute/unmute)](#) • [Audio Echo In A Meeting](#)

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[i] Adapted from the list prepared by Mr. Gilbert Reyna from the unit of Instructional Design and Support Services (IDSS) at the Rangel School of Pharmacy.