EXECUTIVE EDUCATION

Preparing for "Live" Online Learning

Zoom Etiquette

- **Camera Use:** It's much easier for us to feel connected as a group and build a sense of community if we can see and hear each other. Participants should always have their cameras on. For some participants, having cameras on during a session may be a source of stress. We understand you may need to turn off your camera to take a break periodically. Internet bandwidth limitations can also make it difficult for some students to fully participate in sessions at times. We understand these constraints and encourage you to test out your environment in advance of the learning session. If connectivity issues impact your audio/video quality, try turning off your camera.
- **Audio:** Mute your microphone when you're not speaking to minimize background noise. If you don't have an external microphone, we recommend a headset (wired or wireless) with a built-in microphone.
- **Name Display:** Please ensure that your preferred first and last name are displayed within Zoom. Once you are in the meeting, click on participants. Then hover over your name and select rename. Enter your name and click okay.
- **Virtual Backgrounds:** We encourage you to blur your background, or you use a background that does not display your home environment. Don't use distracting or inappropriate profile photos or virtual backgrounds.
- **Confidentiality:** Don't share meeting links, passwords, screenshots, recordings, or other meeting information with people outside the program.
- **Chat:** Avoid too many back-channel conversations via text or chat. These become distracting for you and other participants.
- **Closed Captions:** If you would like to turn on closed captions, follow the steps below:
    1. In the meeting toolbar, select Show Captions.
    2. Confirm or choose the language in which the captions will appear.
    3. Select Save.

4. The subtitles will appear at the bottom of the Zoom window. They can also be dragged to other parts of the window.

- **Translated Captions:** If you would like to turn on translated captions, follow the steps below:
    1. Next to the Show Captions button, click the up-caret button.
    2. Under Captions and translation, enable Translation, and select the language you want the captions translated to.
    3. Next to the Show Caption button, click the up-caret button. Under Captions and translation, select My caption language to see more available languages.
    4. Once a different language is chosen, the captions will be generated and translated into that language for you. Other participants can choose a language for their captions independently of your chosen language.

You can learn more about how to use Zoom by visiting learn-zoom.us/show-me.