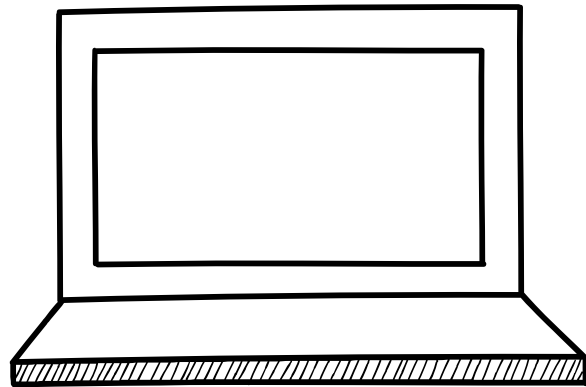


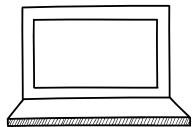
ZOOM

Etiquette

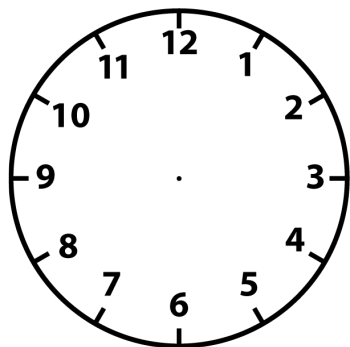


ZOOM

Etiquette



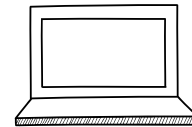
1. Be on time.



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ZOOM

Etiquette



2. Be present.

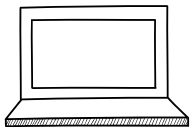
Find a spot where you can focus, free of distractions.
Do not eat, drink, or chew gum during the meeting.



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ZOOM

Etiquette



3. Be kind. Be courteous.

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



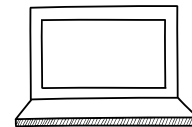
- Dress appropriately.






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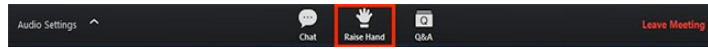
ZOOM

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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