

Zoom Etiquette

Virtual Training Guide

CHILD CARE
CONNECTIONS





Zoom Etiquette Overview



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Expectations

WE EXPECT THE SAME LEVEL OF PROFESSIONALISM AS AN IN-PERSON TRAINING

Participation is required

Ask questions and communicate with other like minded professionals on the topics you are learning about.

Log on 5-10 minutes early

This ensures that you can engage with all learning material from start to finish.

Find a quiet place to sit

Enjoy your training in a dedicated noise free space with limited disruptions.

Limit disruptive background activity

This can result in the presenter muting you or asking you to leave the class.



Etiquette

THE LITTLE THINGS TO SHOW RESPECT TO PRESENTERS

Mute your microphone

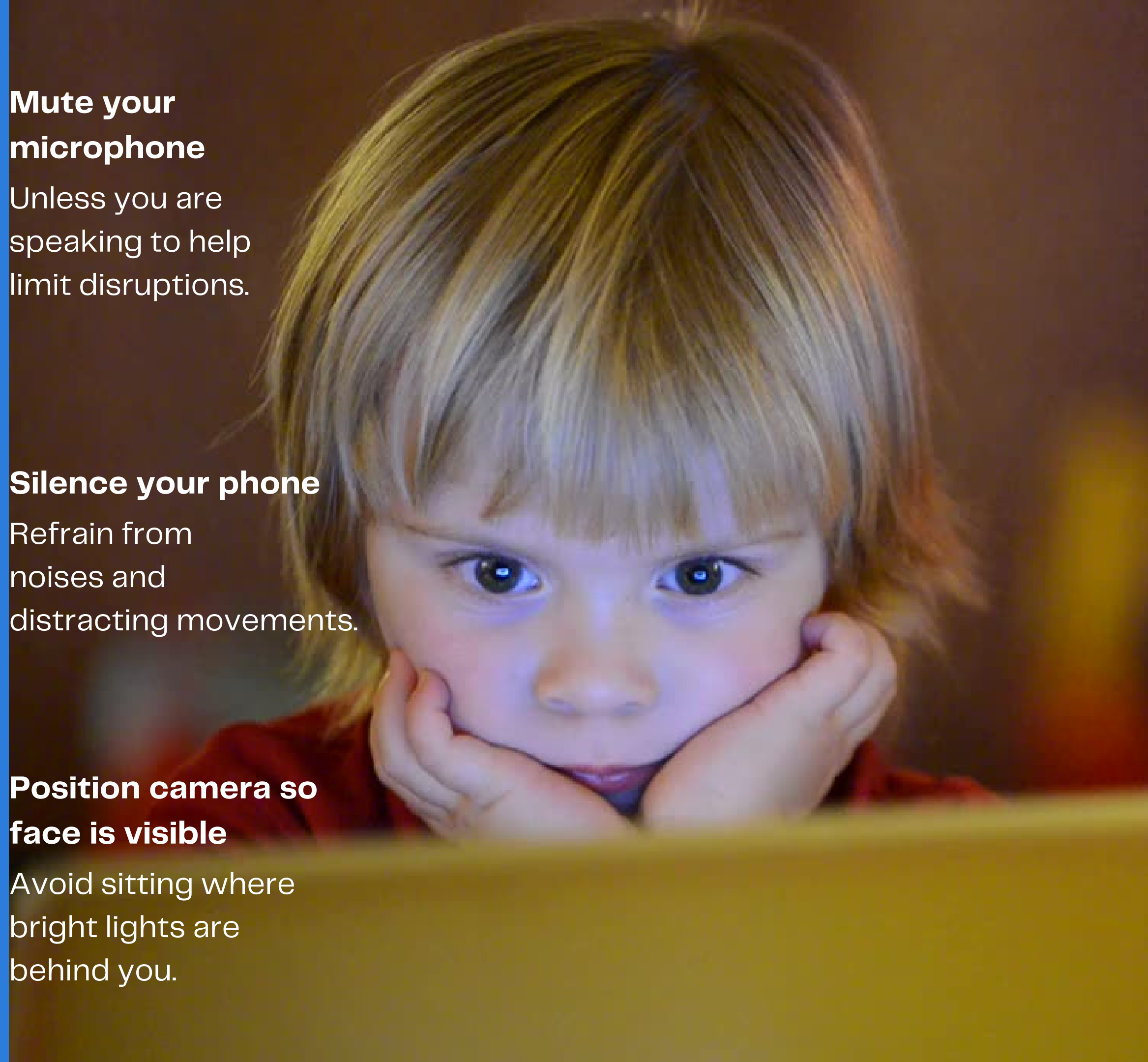
Unless you are speaking to help limit disruptions.

Silence your phone

Refrain from noises and distracting movements.

Position camera so face is visible

Avoid sitting where bright lights are behind you.



Tips

IMPROVE YOUR VIRTUAL ETIQUETTE

Use your First and Last name

This will be used for attendance.

Turning your camera on and off

This icon is located on the bottom of your screen.

Send a chat message to CCC staff for concerns

If you are unable to see or hear their shared screen.

The chat feature can be used to send messages to individuals or the whole group

Refrain from unrelated chatter.



Resources

CONNECTING WITH PROVIDERS AND FAMILIES OR TRYING TO TAKE AN IN-PERSON EVENT VIRTUAL?

Zoom provides many resources for navigating their virtual platform. Click below to learn more!

[Overview guide for new users](#)

[COVID-19 Support](#)

[Zoom technical support](#)

[Webinars & Events](#)

[Frequently asked questions](#)

[Code of Conduct](#)





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Happy Zooming!

We hope to see you at a virtual training soon. Thank you for your interest in Zoom etiquette and professionalism.

