

ZORMS (Zoom meeting norms)

Before the meeting



[Download the Zoom app](#) onto your computer or phone.



Add your picture to your [zoom account profile](#). *The photograph will display when you turn off your video.*



Log in a couple of minutes ahead of time. The scheduled start time is when talking should begin, not when one should problem solve their connection.

During the meeting



Join meetings with video on and audio muted. *Users can [set these as default](#) on their end; meeting host can also set to mute people upon entry.*



Always remain on-camera (except for internet bandwidth issues). *This helps better simulate an in-person meeting.*



Remain **available-to-be-on-mic**. You can mute while others are speaking and be ready to participate. *This helps reduce background noise.*



Feel free to **raise your hand** on camera or using [nonverbal tools](#) in Zoom. *Zoom is more like a walkie talkie where people need to take turns.*



When speaking, look directly into the camera. *Helps make people feel like you are speaking to them.*



Open chat pod at the start of the meeting. *Respond and comment as needed. Also, forgive typos, as many are working off cell phones and cannot see the words as they type them.*



Have grace with yourself and others. We're all figuring this out together!

For Zoom meeting hosts & facilitators



Call on people by name when input is needed. *It is so much easier to "hide" in zoom meetings.*



When showing a link in the sharing screen slides, also sharing the link into the chat box so people can click right way.



When people join by phone: (1) rename the number with their name; and (2) read any chat question aloud for the group.