

SON-IT Top Ten – Zoom Meeting Tips



Mums the word. Stay muted when you aren't speaking.



Lighten up. Sit facing a light source – window or lamp works well.



Head and shoulders. When using your camera, show your head and shoulders.



Follow the leader. If the host has their camera on, use yours (unless they say otherwise).



Be Prompt. Try to join a couple of minutes early to get set up.



Fashionably late. Remember, the meeting has already started. Enter quietly. Mute.



Rearview mirror. Clean up the view behind you before turning on your camera.



Chatterbox. Use the Chat box to communicate – to the group or to individuals.



Who am I? Make sure your name is shown in the participants window instead of your NetID.



Phone a friend. Having problems? Email SON-IT (SONIT-Support@duke.edu).