Zoom Protocols

1. **Keep your camera on** when you are required to be actively involved. Turning your camera off will indicate that you have stepped away or are not present.

2. **Mute your microphone:** unless you are speaking.

3. **Unmute yourself to ask a question:** Then re-mute yourself after asking it.

4. **Locate a quiet, indoor location:** as much as possible, please be sure there is no background noise for interactive participation (dogs barking, blenders grinding, kids playing, etc.).

5. **Plain background:** if possible please find a plan background when on a call (if possible with no one else in the video and no distractions).

6. **Look at the camera** when you are speaking to the group and not the screen.

7. **Always remember that everyone can see you** when you have your camera on: large movements or doing other activities could be distracting to others.

8. **No pyjamas:** please dress for your online participation the same way you would for an in-person course.

9. **Be aware of the light source:** sitting with your back to a window or bright light will silhouette your face. Try to ensure the light course is behind camera directed at you for us to best see you.