

# Zoom Tips

We are all feeling the effects of the Covid-19 Pandemic as it has forced us to adopt new methods of teaching, learning and meeting together in order to ensure the safety of one another. While adjusting to meeting from the comforts of our homes; I encourage everyone not to get too comfortable during meetings and to continue to practice professionalism as if in a physical professional setting.

Here are some tips.

## Protect your Privacy

The Family Education Rights and Privacy Act (FERPA) protects the privacy of student education records. Find a private place or utilize headphones if you don't want others to hear your information.

## Dress for Success

Refrain from wearing pajamas or comfort clothing during your meeting. Remember that in-person and virtual appointments are opportunities to leave good impressions.

## Monitor Your Environment

Keep in mind that Zoom connects us and our environments. Be mindful of what your meeting attendants can and cannot see during appointments. Laying in bed may not be the best office space.

## Manage the Sound

Be mindful of background noise and distractions that could influence the sending and receipt of information. Consider using headphones or finding a quiet place.

**When in doubt?**

**Consider "Is this something that I would normally display or say to someone in a physical setting?"**



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