

# 10 Tips for Effective Communication in Zoom

1. Download the Zoom App before your first meeting & practice before you go live. 
2. Use SSO (single sign-on) to login with your Howdy account (@tamu.edu). 
3. Find a quiet place with minimal distractions to zoom. 
4. Mute your microphone the instant you enter a meeting and when not speaking. 
5. Consider your surroundings if your video is on. 
6. When talking, make sure you're looking directly in the camera. 
7. Respect meeting times. Raise your virtual hand and be courteous to others. 
8. Before sending a message in the chat, check if it is private or public. 
9. Familiarize yourself with your instructor's expectations and the course syllabus. 
10. Be patient with yourself, your peers, and your instructors. 