



## Zoom Classroom Etiquette

- Log into your class **on time** and from a **distraction-free, quiet, and confidential space**.
- Return from breaks at the designated time.
- Please keep your audio on mute until you want to speak. This will help to limit background noise.
- If you would like to use the chat box, remember that it is public to all group participants, however you may send private chat.
- Keep paper and a pen handy to take notes.
- Make sure your video is on so the facilitator and your peers can see you.
- Be mindful of your background lighting. If you are sitting with your back to a window, you may be silhouetted by the light coming through. Your overhead light might also need to be adjusted for the best image quality.
- Remember to sign out or “leave the meeting” when the class is finished.
- If you need a drink or snack, please go off camera and continue to participate with just audio.
- **If you need to leave class for any reason, please let your facilitator know by sending a private message on Zoom Chat.**

If you are unable to attend class, please email [admin@greenane.ie](mailto:admin@greenane.ie) and indicate the programme you are undertaking.