

# ZORMS (Zoom meeting norms)

Adapted for the University of California  
4-H Youth Development Program  
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## Before the meeting



[Download the Zoom app](#) onto your computer or phone.



Add your picture to your [zoom account profile](#). *The photograph will display when you turn off your video.*



Log in a couple of minutes ahead of time. The scheduled start time is when talking should begin, not when one should problem solve their connection.

## During the meeting



Join meetings with video on and audio muted. *Users can [set these as default](#) on their end; meeting host can also set to mute people upon entry.*



Remain **on-camera** at all times (except for internet bandwidth issues). *This helps better simulate an in-person meeting.*



Remain **available-to-be-on-mic**. You can mute while others are speaking and be ready to participate. *This helps reduce background noise.*



Feel free to **raise your hand** on camera or using [nonverbal tools](#) in Zoom. *Zoom is more like a walkie talkie where people need to take turns.*



When speaking, look directly into the camera. *Helps make people feel like you are speaking to them.*



Open chat pod at the start of the meeting. *Respond and comment as needed. Also, forgive typos, as many are working off cell phones and cannot see the words as they type them.*



Have grace with yourself and others. We're all figuring this out together!

## For Zoom meeting hosts & facilitators



Call on people by name when input is needed. *It is so much easier to "hide" in zoom meetings.*



When showing a link in the sharing screen slides, also sharing the link into the chat box so people can click right way.



When people join by phone: (1) rename the number with their name; and (2) read any chat question aloud for the group.