



# HOW TO ACE A ZOOM CALL

Video calls should be treated like any interaction you might have with a lecturer, supervisor, instructor or friend in real life - manners are still important, and treating people with respect is key! If you're unsure of what online video best practice looks like, these handy tips and tricks will sort you out.

1

## ***Lights, action, camera***

Where is your camera pointed, what's in the background and can we see you? Check your lighting, and make sure people can see your face (not your chest or neck...).

2

## ***Eating and drinking***

It's best not to eat during a lecture or tutorial, but feel free to snack away when hanging with friends! It's fine to drink, but if you're a slurper, maybe hit the mute button...

3

## ***Be the host with the most***

If you're in charge of the call, keep to time, introduce people if necessary, and be sure to stick around! Ditching your own event early is not cool.

4

## ***Practise picture protocol***

Thinking of videoing or screenshotting the call? Make sure you get everyone's consent! No covert screen selfies please.

5

## ***Live by the code***

We may all be stuck at home, but we're still a part of the University community. This means following the guidelines of the Code of Conduct and treating fellow students and lecturers with respect.

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**Get fully up to speed with Zoom best practice over on the Be well website.**  
**[Auckland.ac.nz/wellbeing](https://auckland.ac.nz/wellbeing)**