

### **Online Etiquette**

1. All Zoom links to the lessons were sent via email with an invitation to your calendar to avoid time-zone mistakes. Please make sure you confirm all the invitations.
2. Please log in on time for the meeting and stay until the end. I make sure to start and finish on time, and I will start the meeting a few minutes beforehand.
3. Please check your camera settings before the lesson. Keep your camera on until the end of the lesson.
4. Please check your audio settings before the lesson. Keep your audio on mute unless you wish to talk.
5. Please attend the lesson using your computer instead of your phone, as this allows you to see all the participants in the group.
6. Please treat Zoom participation as if the group were held face to face; choose an area of the house where you will not be disturbed, and where your privacy and the privacy of the other participants will be preserved.
7. If you expect to be interrupted, please let your trainer know in advance. Make sure to care for needs before returning to the lesson
8. During the lesson, please refrain from browsing the computer or phone, answering calls, or engaging in any other activity.
9. Please let your trainer know in advance if you are unable to attend a particular session. Remember, you need to attend 3 out of the four lessons to be eligible to receive your ICF CCEs and your NBHWC CE.
10. Use the Zoom Noise Filter—and set it to the highest filter. This way, the other members won't hear any background noises like barking, shouting, or other high-pitched sounds.