Before starting a video conference:
- Check the sound (with and without headphones) and video, and ensure that you have a good, stable internet connection. It may be necessary to disconnect other devices from the Wi-Fi network.
- Before switching on the camera, check the ratio of natural to artificial light and make sure you are clearly visible. For example, a window behind you that is too bright can obscure your silhouette, and adjust the camera's angle according to the lighting conditions.
- If possible, ensure a quiet working environment and a suitable background (e.g. virtual).
- Pay attention to your appearance: do you look appropriate for the situation and format of the conference?
- Use your account or your first and last name to participate in video conferences so that the teacher can easily identify you even when the camera is off.
- Be familiar with the settings of the video conferencing system in advance. Do not explore system functions during a video conference!
- Plan 5 minutes for authentication to join on time.

During the video conference:
- The speaker wants to understand how the listeners react to what they are saying and if additional clarification is needed. After all, this is the desirable social contact that we lack most of all nowadays.
- While speaking you want to look only at the faces of the people on the screen, but it's better to look straight into the camera so that the participants feel that you are talking directly to them!
- Remember that you are seen, so avoid the behaviour, that distracts the attention of others.
- If you want to join the discussion, let the others know. You can use a virtual hand signal for this.
- Don't switch on the microphone until you start speaking. When you are through speaking, switch back to mute.
- Use the chat. You can send questions, remarks, comments or messages to everyone or to each in particular (private message). Avoid sending messages that may distract others or be not related to the topic of the lesson.
- Zoom enables participants to share the screen (or a document) during the conference. Don't share the whole screen if you don't want other participants to see your private messages, photos, or video content through pop-up windows.

Photo or video recording during the conference is possible only with the explicit consent of other participants!