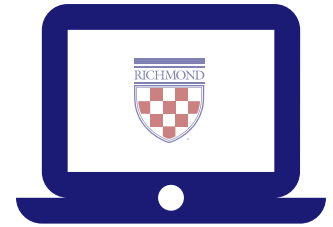


ALUMNI RELATIONS

ZOOM RULES OF ENGAGEMENT



Rules of Engagement

- **Be kind and courteous.** Our goal is to create a safe, welcoming environment where everyone is treated with respect.
- **No offensive language, hate speech, or bullying.** Bullying of any kind isn't allowed, and degrading comments about things such as race, religion, culture, sexual orientation, gender or identity will not be tolerated.
- **Show respect.** Zoom meetings can allow for healthy debate, but all participants are required to show respect towards one another.
- **Dress appropriately.**

Additional Tips

- **Mute your microphone.** To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking.
- **Be mindful of background noise.** When your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers.
- **Position your camera properly.** If you choose to use a web camera, be sure it is in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants.
- **Limit distractions.** You can make it easier to focus on the meeting by turning off notifications, closing or minimizing running apps, and muting your smartphone.