## Tips for Small Group Zoom Attendees

* [Mute your microphone](https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting)  
  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.
* Avoid multi-tasking  
  You'll retain the discussion better if you refrain from replying to emails or text messages during the meeting and wait to work on that PowerPoint presentation until after the meeting ends.