

VOXER ETIQUETTE



1. KEEP IT CONFIDENTIAL

Everyone should feel safe enough to authentically share and ask questions. Forwarding messages outside of your Chat without permission is not appropriate.

2. KEEP IT COURTEOUS

- No need to introduce yourself at the beginning of your message; your name always appears.
- Please do not direct messages to an individual person in a group Voxer chat. Instead, Vox an individual directly.
- If you reference links or outside resources, include them in your message.
- If you mistakenly record a message, recall it immediately: No explanation necessary.
- Tap the Heart Button ♥ to thank or acknowledge someone or send a private message.

3. KEEP IT SIMPLE

- Keep audio messages limited to under 2 minutes in length.
- Think before you speak, be an efficient and compassionate communicator, and keep messages relevant to the topic.

ZOOM ETIQUETTE



1. BRING YOUR SMILE

2. BE ON TIME

3. AVOID DISTRACTIONS FOR OTHERS (walking around, rocking, pets, children, ceiling fans)

4. STAY ON TOPIC, USE THE TIME WISELY

5. END ON TIME

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