

## Virtual Meeting Etiquette

**Be punctual** - Join the meeting on time or a few minutes early. Test equipment before the meeting starts.

**Leave the keyboard alone** - Unless asked by the presenter to jump in the chat, leave the keyboard alone especially if your mic is not muted.

**Dress appropriately** - This is a meeting, dress as though you were meeting other meeting participants face to face.

**Be aware of your surroundings** - Everyone in the meeting can see what is behind you; whether it is your children, your pets, or people at the coffee shop: don't let these things distract others in the meeting.

**Mute your microphone when you are not talking** - especially if you are in a noisy space, but general courtesy is to mute it unless you're using it. Larger meetings create more background noise - know that the host of the meeting can mute you if they feel you are causing a distraction.

**Speak up** - Other participants want to hear you, speak loud and clear, you may need to speak more slowly. Try not to look away from your computer too much while presenting - your computer microphone might not be the best.

**No food or drink** - Eating or drinking during a meeting can be distracting to other participants.

**Stay seated, stay present, do not move around** - Getting up, working on other tasks, and moving your device through your home or office can be very distracting to others.

**Inform participants if you are recording the meeting** - Inform participants that their voice, and their video will be recorded.

## Virtual Meeting Success Tips:

**Make sure you have a stable internet connection** - if you are on your home WiFi you might want to move closer to your WiFi Router. It is almost always better to plug in when possible.

**Look at your video preview** - You might not want to sit with a window behind you as it may wash out your video. Check your lighting.