

GOOGLE MEET/GO GUARDIAN ETIQUETTE

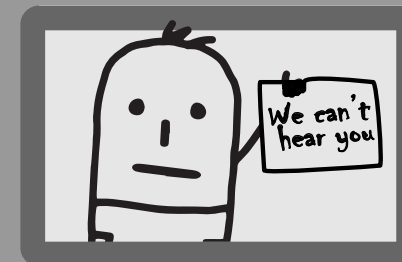
VIDEO CONFERENCING ETIQUETTE

Consider these tips
for your next virtual meeting
or training session

ELIMINATE BACKGROUND NOISE



If your system isn't on mute, be aware that everyone can hear you moving around—including rustling through papers, typing on your keyboard, coughing or tapping on your desk.



PREPARE

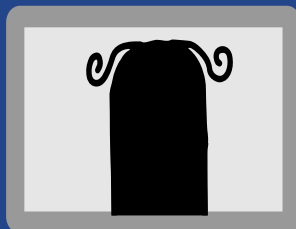
Complete a test run before your meeting or training session to make sure all the equipment is working properly. This will ensure you can start and end the event on time and keep everyone engaged from the beginning.

PLAN AHEAD TO AVOID DISTRACTIONS

Carefully choose where you will take part in the virtual session to avoid distractions for you and your colleagues.



CONSIDER LIGHTING



Eliminate background light from windows so that you don't appear as a silhouette; Bright front lighting can be equally garish, causing bad shadowing. Lighting that works well during the day can be disastrous at night. Experiment and see what light source and positioning works best.



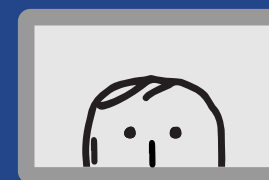
DEFAULT TO MUTE

By default, keep your microphone on mute and then unmute just before speaking, to avoid unwanted audio feedback. If you are going to step away from your meeting, be sure to mute your camera first, to avoid distracting others.



BE AWARE OF LOCATION

Your surroundings are also on camera. Consider your decor. A messy space may reflect poorly on you.



THINK POSITION

Position your camera at the top rim of the monitor in the center, or slightly left or right. Distance yourself so the camera can see about halfway down your chest. By doing so, you will look the most natural.