



## VIRTUAL MEETING ETIQUETTE

- ❑ **Test Technology Beforehand** - Log in to the meeting before the start time to check that you're able to successfully join the online meeting and that your webcam, Wi-Fi, screen-sharing tools, and any other technologies you're using are running properly fore the meeting is scheduled to start.
- ❑ **Be Early** – This is common courtesy for any meeting and applies to virtual and video meetings as well.
- ❑ **Look Presentable** – Make sure you are completely and appropriately dressed in case you need to stand up or leave the room while on camera.
- ❑ **Background Matters** – Test out what will be seen in your camera's view well before the meeting and create a setting that looks professional.
- ❑ **Limit Distractions** – Be aware of things that can distract you and your coworkers, including background noise and things that can take your attention off of the meeting. Practice virtual meeting etiquette by being upfront with those on your video conference call. Let them know that they may hear your children playing in the other room, your pets clamoring for your attention, or even construction crews working outside.
- ❑ **Mute Yourself** – Mute yourself when not speaking to eliminate background noise.
- ❑ **Be Considerate** – Don't interrupt. Let other people speak - then when they're done, chime in, and when finished, mute your mic and give the floor to someone else.
- ❑ **Look at the Camera & Speak Clearly** – Be present, no multitasking, look at the camera and speak slowly and clearly.
- ❑ **Screen Sharing** – Be conscious of what you have open on your computer when you share screens. Avoid emails, instant messages and other pop-ups that can be distracting. Do no have any proprietary, confidential or personal information open on your screen.