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## Virtual Meeting Etiquette & Tips



### Test technology

Login early and test your connection.

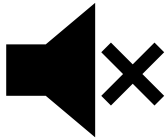
Turn off notifications. If screen sharing, close tabs and keep a clean background on home screen.



### Keep it professional

Background, lighting, workplace surroundings, dress, and posture are all important to portraying a professional image.

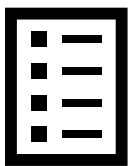
Striped shirts do not transmit well on camera nor does large, shiny jewelry. Both can be visually distracting. Try to keep your body movements to a minimum. Excessive movement can degrade video quality.



### Mute yourself when not talking

Avoid distractions. Give your full attention to the participants as you would if you were in the same room. Don't be distracted by e-mail, Web surfing, or texting. Try not to eat or drink so that you can be prepared if questions are directed to you. Use a notebook and pen to take notes (don't type on your keyboard since the microphone inside your computer is right next to it).

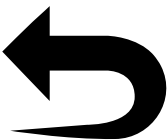
Use a headset to cut down on background noise and so that you can hear more clearly. Remember that microphones, speakers, and Wi-Fi issues can make it harder to hear people during virtual meetings, so speak clearly. Avoid interrupting others who are speaking.



### Agenda and schedules

Send information you'll be covering well in advance. Stick to the agenda and schedule.

Begin with introductions and ground rules for the call (i.e. save questions for the end, use the dialog box to ask questions without interrupting the speaker). End with a recap of the meeting and set follow up expectations.



### Adapt

Be adaptable when technology doesn't work. Have a plan B for communicating the information with those whose technology fails.

