

Virtual Meeting Etiquette

Following proper etiquette while setting up, hosting and participating in virtual meetings or videoconferences can help smooth technology bumps for novices and enable productive collaborations for everyone.

1. **Have everyone introduce themselves.** If there are a lot of people attending a meeting, it can be hard to keep tabs on who's who. Having everyone introduce themselves at kickoff (and especially before someone speaks or presents) is a good way to help everyone keep track of different team members and how they're contributing to the meeting.
2. **Do not multitask during your meeting!** Don't let the video camera in your meeting room or on your computer catch you watering your plants or checking your email.
3. **Monitor your sound and image quality.** If you're offsite and you've got a dog barking in the background, mute your phone. If you're using a phone line to improve audio quality, mute the speaker on your computer to avoid a feedback loop. Watch your audio volume. Is it high enough? Too high?
4. **Be careful about the documents or screens you're sharing.** Be aware of what you're sharing. Make sure you close documents you don't want to share and block pop-ups.
5. **Leave the keyboard alone.** Whether you're diligently taking notes or sneakily chatting with bestie, the sound of your typing is distracting. It's not only distracting everyone else in the meeting (because your laptop's internal microphone is inches away from your keyboard), it's also preventing you from devoting your full attention to the meeting. So either use a headset or pick up your notebook and pen to take notes.
6. **Dress appropriately.** One of the magical things about working remotely is the freedom to wear anything to work. It's the dream. However, when you are in a virtual meeting and sharing your webcam, your coworkers will be less than thrilled to see your lazy clothes and bed head. Take a minute to throw on a clean shirt and brush your hair. The best part of actually getting ready is that you'll feel more focused to take on the virtual meeting.
7. **Don't eat.** Just because people can't smell it doesn't mean they can't hear or see you chewing. Trust me, no one wants to see you stuff your face.
8. **Be patient.** If someone doesn't respond immediately, give him or her a few seconds. The slow response may be an audio delay or people might be desperately trying to unmute themselves.

Housekeeping prior to virtual meeting:

1. **Check your background.**
 1. No beds (unmade or made) in the background
 2. No messy rooms or open closets where everyone can see your clutter
 3. No random passers-by or super cute pets/kids that will be distracting
 4. No NSFW artwork or tchotchkes

2. **Test your technology** and iron out any problems before the meeting. This includes, camera/video, Wi-Fi and screen sharing. Make sure your computer is signed into the Zoom site and ready to go
3. **Check the lighting** so your face is neither blurred (too much light) or that you are in a cave (not enough light on your face).
4. **Audio clarity and stability.** Make sure you are in a quiet place. TV/music off, kids busy and the critters relocated.
5. **Turn off all notifications - cell phone is on silent**