

Virtual Meeting Etiquette

With the shift to online classes and telecommuting, many people are learning to use video conference tools such as Zoom, Microsoft Teams, etc. Here are some best practices to improve your overall experience and ensure that you are enhancing your brand and reputation.

MUTE YOUR MICROPHONE. If you are not actively speaking during a meeting, mute your microphone. By doing this, you reduce the chance of producing any potentially distracting background noise.



AVOID MULTI-TASKING. The best way to be present and retain information during a meeting is by avoiding multitasking. Best practices include closing your email and silencing your cell phone.



PREPARE MATERIALS IN ADVANCE. If you are going to be responsible for presenting any information during your meeting, have those files or links prepared in advance and already pulled up on your computer before the meeting starts.



TURN ON THE VIDEO OPTION. Having the video option turned on during the meeting makes it easier for participants to connect with you. In general, video should be turned on unless requested by the organizer to turn video off. This is common in large virtual sessions.



DRESS FOR THE JOB. During this time of remote work, being comfortable from home has become the norm. However, do not replace your professionalism with comfort. To build your credibility and enhance your brand, wear comfortable, professional clothing. Looking professional can enhance the feeling of pride, accomplishment and normalcy in an unconventional work setting.



STAGE YOUR VIDEO AREA.

Staging your video/work area is just as crucial as your productivity level. Some examples of this are limiting your distractions, proper camera position, more lighting, and looking into the camera.



TEST TECHNOLOGY IN ADVANCE.

Before attending or hosting a meeting, we recommend that you do a test run beforehand. Be aware of audio and video settings within the platform so you can be seen and heard.



AVOID EATING OR DRINKING.

Generally, eating and drinking should be avoided to minimize distractions. Make sure you eat or drink anything before or after your meeting.



BE MINDFUL OF NONVERBALS.

Be aware of your actions and body language while on camera or unmuted with your audio. Remember to mute your audio and video if you need to step away.



COMMUNICATE USING THE CHAT WINDOW OR RAISING YOUR HAND.

If you need to share a private thought or message with someone in the meeting, share it privately vs. via the chat feature. It may be visible to the whole group.

