

Video Conferencing

Guidelines and proper etiquette for a successful virtual meeting.



Mute microphone when not speaking.

Set yourself on mute when you join a call or if you are not actively speaking.



Adjust your settings before a meeting!

Be certain to test your audio and video by going to the settings of your video conferencing platform.



Use the chat to ask questions!

Participate and share your thinking about the topic being discussed in the chat.



Be aware of your surroundings.

Consider appropriate lighting, glare from windows, items in the camera view that need moved, etc.



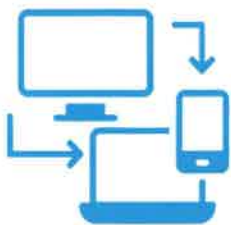
Position yourself on your screen.

Sit 15-24" from screen and stay present by staying in the center. Focus eyes on the presenter or presented material.



Turn on closed captions if needed.

Closed captions will appear at the bottom of your screen and text size can be adjusted.



Do not present screen unless told.

Only the person speaking or sharing should be using this feature.



Avoid background distractions.

Minimize noises, TV, other people, etc. by planning ahead on where you will sit for your meeting.



Turn off camera to help bandwidth.

If your experiencing a poor connection or slow internet, try disabling your camera.



This IS NOT Tik Tok, Instagram, or Snapchat.

Be respectful and focused during this time.