



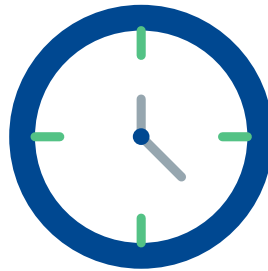
Virtual Meeting Etiquette

Establish a Connection



Be sure to check your internet connection before the meeting. Ensure you have a strong connection and that your audio and video are working.

Log On Early



Connect to your meeting early, when possible. This will give you time to familiarize yourself with the online platform and know where to find important controls, such as mute.

Dress Appropriately



Remember that people will be able to see you - if you would not wear it to class, do not wear it to the online meeting. Clothing is **NOT** optional for online meetings.



Keep your device (phone, computer, etc.) on mute unless you are speaking.



Direct questions to a specific individual on the web conference.



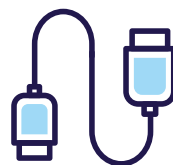
Consider using a headset to reduce distractions.



Speak clearly, but not too loudly. Remember to limit any side conversations.



Location matters. Be aware of your surroundings (remember that people can see behind you). Remove clutter and personal items from your background.



Stay connected until the end of the meeting.