



As virtual meetings are part
of our regular routine,
please review virtual
meeting etiquette.

Do

1. Speak up: Introduce yourself, and actively participate.
2. Stay seated and present.
3. Test all technology before the meeting.
4. Mute your microphone when you are not speaking.
5. Read the agenda, and come prepared.
6. Turn off all notifications and silence your cell phone.
7. Be aware of your surroundings. Examples include:
 - No beds (unmade or made) in the background.
 - Try to avoid spaces where everyone can see your clutter.
 - No random passers-by or pets that will be distracting.
 - You should also remove any noisy distractions.
8. Dress appropriately.

Do Not

1. Don't stare at your phone while other people are presenting.
2. Don't interrupt other people when they're speaking.
3. Don't multitask during the virtual meeting.

Virtual Meeting Etiquette