



## **THE DO'S AND DONT'S OF ONLINE MEETINGS**

### **THE DO's**

- DO** choose a location with good lighting and minimal background noise.
- DO** put your camera on if the meeting calls for it. Having one's video on can be helpful for identification purposes or simply to facilitate conversation between the meeting members. Nothing is more awkward than talking to a blank screen!
- DO** keep your microphone on mute when you are not speaking. This prevents distracting echo and background noise from pervading the call.
- DO** ensure you have a strong, reliable internet connection by ensuring you are close to the WiFi router or plugged in through an ethernet cable. While life is unpredictable, this can prevent some unnecessary interruption.
- DO** elevate your laptop or device so that the camera is at eye level with you. This will allow the camera to capture you at your natural speaking angle rather than you needing to look down to meet the camera.
- DO** ensure your laptop or device has enough battery or is plugged in. Be prepared for the chance that the meeting runs longer than expected.
- DO** use a headset or external microphone (whether wireless or plugged) if you have one. This can enhance the sound of your voice if it is not well captured by the laptop or other device's built-in microphone.
- DO** test your audio and video ahead of time for optimal results. If you are using Zoom, you can do so through the following link: <https://zoom.us/test>
- DO** ask questions or express concerns ahead of the meeting if you are unfamiliar with the online platform that will be used.
- DO** confirm the meeting details prior to the meeting and arrive a few minutes early.
- DO** be present and alert at the meeting. Remember that a zoom meeting is still a meeting. Set the appropriate time aside for it and participate meaningfully.

## **THE DON'Ts**

- DON'T** be late to the meeting. Joining late may provide distraction to the speaker or other members.
  
- DON'T** choose a distracting background. It is recommended that your background be solid or plain (for example, a blank background, a wall, an office). Backgrounds that are filled with clutter, colour, or distracting items can detract from a meaningful call. Remember, some online platforms allow you the opportunity to blur your background or use a computer-generated background, if necessary.
  
- DON'T** forget to turn off your phone ringer or sound from other nearby devices.
  
- DON'T** look at yourself on the screen. Your eyes will appear to look downward. For most meaningful engagement, look directly into the camera when speaking.
  
- DON'T** dress inappropriately. While online meetings may provide a more relaxed environment than being in the office, it is always advised to dress as you would if you were meeting in public.
  
- DON'T** forget when your microphone is off. You may have an inkling to immediately begin talking when addressed, but don't forget that you're on mute! On that same note...
  
- DON'T** forget when your microphone is on. Some things you probably don't want others hearing – remember to mute your microphone or else you may end up sharing more than you hoped for.
  
- DON'T** forget you are on camera! You may not see others but others can surely see you.
  
- DON'T** hesitate to engage in the meeting. Use all functions available to you such as camera, microphone, chat, hand raising, or other functions, when available and when appropriate.