

General Online Meeting Etiquette

Follow these Meeting Etiquette tips to make your Online video meetings more productive and enjoyable for all participants.

A. PREPARE FOR THE MEETING

- Schedule meetings in advance.
- Ensure all meeting participants have the meeting invitation link / code and at least a day prior to the meeting. Prepare a brief overview of the points you want to cover during the meeting and send it to all participants beforehand.
- Make sure all participants have an account set up for your chosen platform ahead of time.
- Make sure your presentation is ready to show. Test it before you start the meeting.
- If your presentation is visually dense or contains video, consider distributing it to participants in advance.
- Most importantly be attired properly in formals

SETTING UP YOUR AUDIO, VIDEO AND ENVIRONMENT

- **Use a headset with mic if possible.** This provides the optimal audio experience for both you and meeting attendees. If a headset isn't available, use your device's built-in audio/mic.
- **Avoid sitting with your back to a window or bright light source.** This causes a silhouette appearance where others cannot see you or determine your identity.
- **Think about the background.** Whatever is in the room behind you might not be appropriate for a meeting or could be distracting to others. Cameras pointed up at ceiling fans are also a visual distraction for some attendees. Consider using the blur my background feature.
- **Close doors to avoid unexpected visitors/sounds.** Prepare a quiet area to setup your computer. Many of us are working in a home environment where others may pass by or inadvertently interrupt.

B. JOINING A MEETING

- **Organizer to Join early - 10 minutes** before the start of meeting. This allows you to make sure everything is working and gives time to make any adjustments.
- **Mute other devices and apps.** Make sure to mute your cell phone and close any other apps on your computer/laptop that might send distracting notifications.
- **Enter muted.** Enter any meeting with your mic muted and camera ON. Others might already be engaged in conversation.
- **Have a moderator or convener for large meetings.** Consider appointing someone as convener or moderator for large meetings. This person can help bring forward any chat questions and provide meeting guidelines and reminders.

ATTENDING AND PARTICIPATING IN A MEETING

- **KEEP YOUR MIC MUTED.** Most important: Keep your mic muted unless you need to speak or are leading the meeting. If your audio becomes distracting, anyone in the meeting can mute any attendee. You will need to unmute yourself to begin speaking when needed.
- **Avoid talking over others.** Unlike an in-person meeting, it's sometimes difficult to distinguish between multiple conversations leading to confusion.
- **Be clear, concise.** Speak in a concise and clear manner and tone so that everyone can hear what you are saying.
- **Pause.** Remember to pause occasionally to assure attendees have time to ask questions.
- **Camera use.** Keep Camera ON while speaking. Using (or not using) your camera is up to you. A limited number of windows will show for attendees of the meeting. These automatically show/hide based on participation. Don't walk around with your camera on (mobile device) – It is also distracting.
- **Raise hands feature in Teams** allows meeting attendees to identify that they wish to speak by toggling the hand icon in the meeting control bar, making it easier to actively participate in meetings.
- **Use chat window.** Consider, especially for large meetings, asking your questions in the chat window.
- **Tag individuals in chat.** Tag other attendees (using @user id format) in the chat window when your comment is directed towards a specific attendee to distinguish between a general comment.
- **Meeting recording.** Organizer / Attendee can start a meeting recording. If recording a meeting is appropriate, announce that so everyone is aware. Meeting recordings become available shortly after the conclusion of the meeting.

C. POST MEETING

- **Send out Summary of the Meeting.** Organizer / Heads to send a summary of all major points covered to ensure the entire team is on same page. Participants attendance list, minutes of the meeting, recording of the meeting to be send for information and approval.
- Check with participants about any connectivity issues or network issues faced by them and ensure them to take corrective action for the next meeting.

NOTE:

Organizer has got the rights to Cancel / End the meeting if proper Etiquette is not followed.

SCREENBRIGHTNESSADJUSTMENT

While using a Computer/Smartphone it is better to match the brightness with the ambient around you in such way that the image displayed looks " Natural". Neither too bright nor too low is appropriate for your eyes. You can use the following f.lux URL to adjust your screen settings. <https://justgetflux.com/news/pages/v4/welcome/>