VIRTUAL MEETING ETIQUETTE QUICK REFERENCE GUIDE

NAMES AND CAPTIONS

Make sure that your name or caption is work-appropriate. Sometimes it helps to have your place of work listed as well. For example: Angela Campbell – Cultural Services Agency, Ukiah Library.

YOUR BACKGROUND

After your face, your background is the next thing others will see. Pick the best room, preferably one with a plain background. Don't pick a room that others will need to access frequently to minimize interruption. Remove anything that's inappropriate for workplace from your background.

LIGHTING

It's vital to have good lighting when making a video call. You can also edit your video brightness and contrast from your software. One of the best options to go with is a virtual background. Many video conferencing platforms, like Teams, for example, feature green screens so you can choose any picture or even a video to use as your background.

DISTRACTIONS

Distractions can ruin a video meeting. Be mindful to eliminate distractions so you can stay focused.

- Turn off your phone or put it on silent if you're not using it for the meeting.
- Close all other apps and browser windows before connecting to avoid notifications.
- Ensure there are no distracting background noises like music or any loud equipment.
- Multitasking is an easy way to get distracted, and also can be distracting to others.

Meeting etiquette does not vanish just because you are not physically there. Apply the golden rule: treat other online meeting participants as you would like them to treat you.

SPEAKING & USE OF MICROPHONE

It's easy to know who the speaker is at an in-person meeting but in a virtual meeting, it can be difficult if there are so many noises. An important ground rule to remember is not to speak unless you need to and keep your microphone on mute (especially when someone else is talking). When you're speaking, speak slowly and clearly, and try to avoid interrupting others.

LOOK AT THE CAMERA

In a virtual meeting, the camera is the audience so be mindful of where your eyes are focused.

BODY LANGUAGE

You might think because you're not seeing other participants in person, your body movement doesn't matter. It does matter a lot. You can pass messages via non-verbal communication such as facial expressions, gestures, and voice tone. An ideal way to go about it is to make as little body movement as possible. Also, just like in a personal meeting, good posture shows that you are alert, interested, and involved.

FOOD & DRINK

Generally, it is not okay to eat in front of the camera, however if the ground rules for the meeting allow for eating, consider turning off your camera while doing so. Try to follow the same rules that you would if you were meeting in person.

COMMUNICATE BEFORE LEAVING

Whether the meeting has ended or not, you can easily leave by clicking the exit button. However, you should inform someone that you are having to leave if the meeting is not finished. One way is to drop a chat message. Be polite and relate the importance of why you must leave while the meeting is still going. For a short leave, you can simply minimize the video call window and reopen it when you return.