

Virtual Meeting Do's and Don'ts

Do

1. Do have the proper equipment.
2. Do log in early to the call, 5 to 10 minutes, to ensure you can get to the meeting and your speakers and microphones are working.
3. Do engage in some small talk.
4. Do adjust your lighting to ensure the meeting participants can clearly see you. Invest in a halo light maybe.
5. Do have a meeting agenda.
6. Do mute yourself when not talking and do remember to unmute when it's when it's your time to talk.
7. Do turn your video off when eating or drinking, adjusting your camera or adjusting your cloth or items around you.
8. Don't multitask, we can see you not paying attention.
9. Do give everyone a chance to participate.
10. Do eat and take a drink before your call.
11. Do dress appropriately for the audience in attendance.

Don't

1. Don't wait until the meeting time to log in.
2. Don't stand in front of a window if you are on the camera and expect to be seen.
3. Don't invite unnecessary people or have background noise.
4. Don't multitask if you video (cell phone, scanning the web, etc.).
5. Don't eat or drink with your video or microphone on.
6. Don't say things you don't want repeated, i.e., "the hot microphone capture".