

# Video Conferencing Etiquette



## BE ON TIME

Be on time and prepared with your device charged. Close all other materials and tabs. Make sure all tech works 5-10 minutes before the meeting.



## MUTE YOURSELF

Mute yourself right away to eliminate background noise.



## CHAT RESPONSIBLY

Use the chat function responsibly. Only type when needed so questions can be responded to promptly



## PRESENTATION

Consider your surroundings and attire. Find a good spot in the house with few distractions and make sure you're wearing something appropriate.



## HEADPHONES

Use headphones if you have them! If your headphones or earbuds have a microphone, even better!



## SIGNALS

Use hand signals:  
thumbs up = yes / thumbs down = no  
hand by ear = can't hear  
raise hand = have a comment

