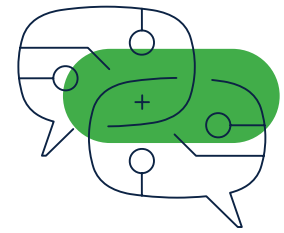


Working Remotely

Video Conferencing Etiquette



Top Ten Things To Do

Common Tool

Pick a video conferencing tool that your team is most comfortable using.

Test!

Find a buddy to make a test call with. Practice sharing your screen and make sure the other person can see it clearly.

Have a backup plan

Make sure you have multiple modes to connect with, in case you have connection issues. Look for an audio-only option on the conference platform and a dial-in number on your meeting invitation.

Be. On. Time.

Don't make others wait for you. In fact, be early so you can test your connection!

Be at a location with strong WIFI

Nothing is worse than sitting through a meeting with visual issues or broken audio.

Use headphones if available

Headphones can help you listen better. If you have one with a built-in microphone, even better!

Ssssh! Mute your microphone

When you're not speaking, press mute to prevent background noises from joining your conversation.

Dress appropriately

Show up to your calls just like how you would dress at the office. No pajamas.

Maintain eye contact

Try looking into the camera when you speak. You don't look away when you speak to someone in-person, so why would you do that online?

Be yourself!

Relax and just talk to your colleagues like you normally do in person.

Top Things To Avoid

Making body movement

Crumpling papers, tapping your feet against your desk, and moving around in your chair can be distracting to others.

Arriving late

Respect your colleagues' time. Everyone has a busy schedule, so don't make them wait for you to start.

Multitasking

Give your full attention. If you're working on something else at the same time, you'll miss out on important information.

Interrupt speakers

Respect the person speaking. You'll get your chance to talk when the speaker has made their point.

Sitting against a window

Windows create backlighting. You show up on camera with a harsh silhouette effect.

Carrying side conversations

These will take your attention away from your meeting. If you must, make sure your microphone is on mute.