

ONLINE MEETING ETIQUETTE



Participating virtually in meetings and trainings from home may seem like a breeze, but there are still some basic guidelines to follow.



1 LOCATION

Consider the location where you will attend the online meeting carefully.

- Do you have necessary materials within reach?
- Does this location offer adequate lighting when using your webcam? Pro tip: Sit facing the light source.
- Be aware of what is going on behind you. Is it free of clutter? Can the inside of a closet be seen?
- Does the platform provide a virtual background for use?
- Does the location provide privacy and a quiet environment free from distractions?

2 PREPARATION

Preparing for an online meeting includes more than simply finding the link to join.

- Arrive early to the meeting to ensure WiFi connection and strength and that your personal device is able to accommodate the use of the platform features including audio and video.
- Be aware if joining a meeting using a smartphone, all features may not be available on the mobile app.
- Prepare for the meeting by reviewing all relevant materials ahead of time.



3 PROFESSIONALISM

The greatest challenge in working from home remains being at home. Professionalism when working remotely remains key. Some considerations include:

- Dressing appropriately
- Muting yourself when you are not speaking to cut down on background noise and feedback
- Avoid responding to other tasks/distractions and remain present in the meeting or training



4 PRESENTATION

Ensure you are putting the best version of yourself forward. Virtual trainings/meetings are meant to mirror the in-person experience - as a rule of thumb you shouldn't do anything during the virtual experience you wouldn't do in person. Careful consideration should be placed on how you are presenting yourself through nonverbal cues including your location, behavior and dress.



5 RESOURCES

The 7 Rules of Virtual Meeting Etiquette Every Professional Should Know

<https://blog.gotomeeting.com/7-rules-virtual-meeting-etiquette-every-professional-know/>

22 Online Meeting Etiquette Rules That Must Be Followed For the Sake of Everyone

<https://blogs.fireflies.ai/online-meeting-etiquette/>