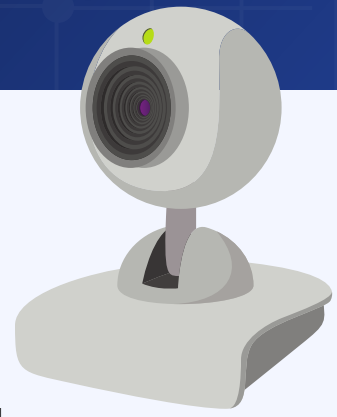


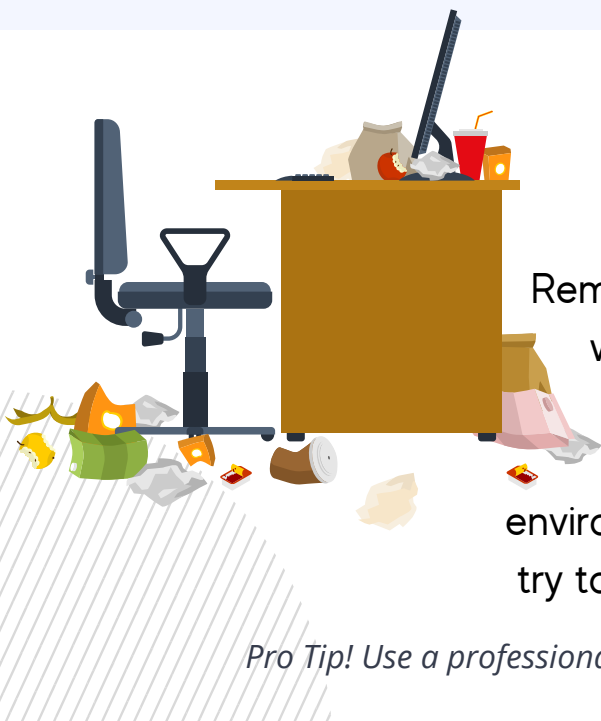
# Remote Meeting Etiquette

## Six Keys to a Rich and Productive Virtual Meeting



### 1 TEST YOUR **EQUIPMENT** 5 MINUTES BEFORE THE MEETING

Ensure you have a stable internet connection. Test your webcam and angle it eye level. Test your microphone and sound to ensure they are both working properly.



### 2 BE AWARE OF YOUR **SURROUNDINGS**

Remove clutter and try to find a quiet space where you can focus. Be mindful of what others can see in your background. We understand you may be working in an environment where others may be present so try to minimize interruptions and distractions.

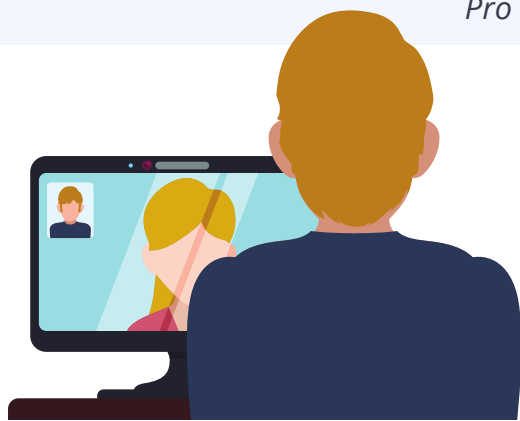
*Pro Tip! Use a professional virtual background to conceal your surroundings.*

### 3 MUTE YOUR **MIC** IF YOU ARE NOT TALKING



This prevents any background noise from becoming a distraction to the person presenting. Mics are powerful and can pick up sounds like the rustling of a shirt, or the sip of a coffee.

*Pro Tip! Press your space bar to mute yourself.*



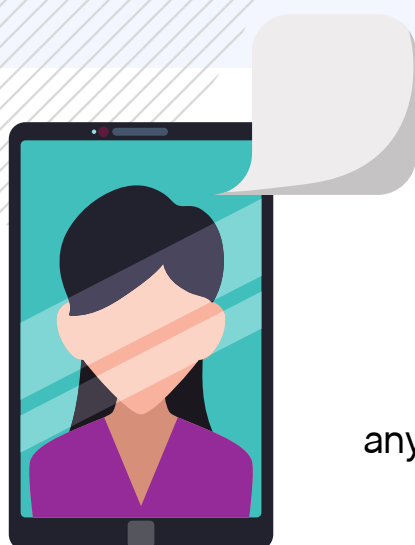
### 4 BE **SELF-AWARE**

While on video, look into the camera, even if you are just listening. Be aware that everyone can see everyone's reactions.

*Pro Tip! Re-name yourself to indicate who you are and where you work. Simply right click on your video and click rename.*

### 5 TURN YOUR **VIDEO** OFF IF YOU ARE MOVING AROUND

If you decide to walk around or stand up, this can become a distraction to others. Bear in mind, if your camera is at eye level, the moment you stand up, it's not anymore.



### 6 BE MINDFUL OF THE **MEETING CHAT**

Use the chat appropriately when you have a question or an issue. Remember, don't put anything in the chat you wouldn't be comfortable with others reading.