

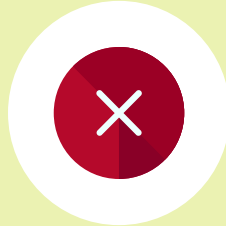


Virtual Meeting Etiquette

DO



Test your technology



Mute your mic when not speaking



Remember you are on camera!



Dress appropriately



Speak clearly



Be engaging

DO NOT



Multitask



Have an inappropriate background



Eat while on camera



Use inappropriate words, pictures



Expect everything to be perfect



Make private meetings public
(be aware of safety!)

Additional Virtual Meeting Etiquette Tips

1. Zoom Meetings: Etiquette and Best Practices by University of Pittsburgh <https://www.technology.pitt.edu/blog/zoom-tips>
2. Ultimate Guide to Remote Meetings in 2020 by Slack <https://slackhq.com/ultimate-guide-remote-meetings>
3. 7 Rules of Virtual Meeting Etiquette by GoToMeeting: <https://blog.gotomeeting.com/7-rules-virtual-meeting-etiquette-every-professional-know/>