

THE DOS AND DON'TS OF VIDEO CONFERENCING ETIQUETTE



The Dos :

- Test your hardware and Internet connection beforehand.
- Check your video and audio setting.
- Login at least 15-30 minutes earlier and be punctual for any sessions.
- Beware of your background; blur or change your background if needed.
- Find a quiet, private space or use a white noise machine.
- Silence your devices (cell/desk).
- Ensure good light conditions when the video is active.
- Use the raise hand feature to politely indicate that you wish to speak.
- Use the chat function to ask questions while others are presenting.



The Don'ts :

- Do not talk over each other.
- Do not keep your microphone on if you are not speaking.
- Do not let yourself get distracted during the meeting.
- Do not multitask during video conferencing.
- Do not use multiple audio devices in a room to join the Microsoft Teams to avoid a screeching sound or echo on the audio call.
- Do not forget to mute your microphone and speakers, or request others to mute their audio if multiple audio devices are used in a room.