

## Virtual Meeting Best Practices and Etiquette Guidelines

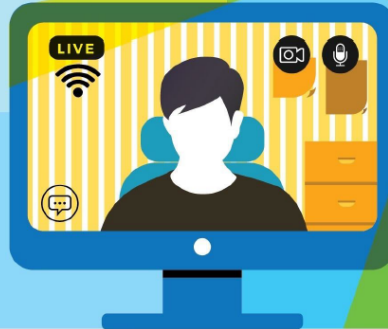
### Before the Meeting

#### Pick a location that is quiet, well-lit, uncluttered and distraction-free

Keep the focus on you and not your environment. Use the background blur tool.

#### Check your equipment and network connection

Ensure that your camera and microphone work, and select a location with good connectivity.



#### Keep your meeting invitation handy

You may need to refer to the details or contact the organizer.

#### Familiarize yourself with the software



#### Position the camera so your image is centred

Preview how others will see you through the self-view window.



#### If you will be sharing your screen

Close windows and tabs that you do not want the other attendees to view.

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## Virtual Meeting Best Practices and Etiquette Guidelines

### During the Meeting



#### Encourage "camera-on" and make eye contact

Opt for face-to-face conversation, and look into the camera when speaking rather than the self-view window.



#### Be mindful that participants can see everything you're doing

Best to avoid multi-tasking and moving around too much when your camera is on.



#### Engage all meeting participants

Check-in with attendees, solicit feedback and encourage discussion so that everyone feels included.



#### When you want to join the discussion

Wait for an opening to speak, post questions in the chat or use the "raise hand" feature to be recognized by the moderator.



#### Refrain from eating in front of the camera

Eating can take the focus off the discussion and on to you.



#### Mute your microphone if you are not talking

An open microphone opens the possibility of bringing background noise into the meeting.

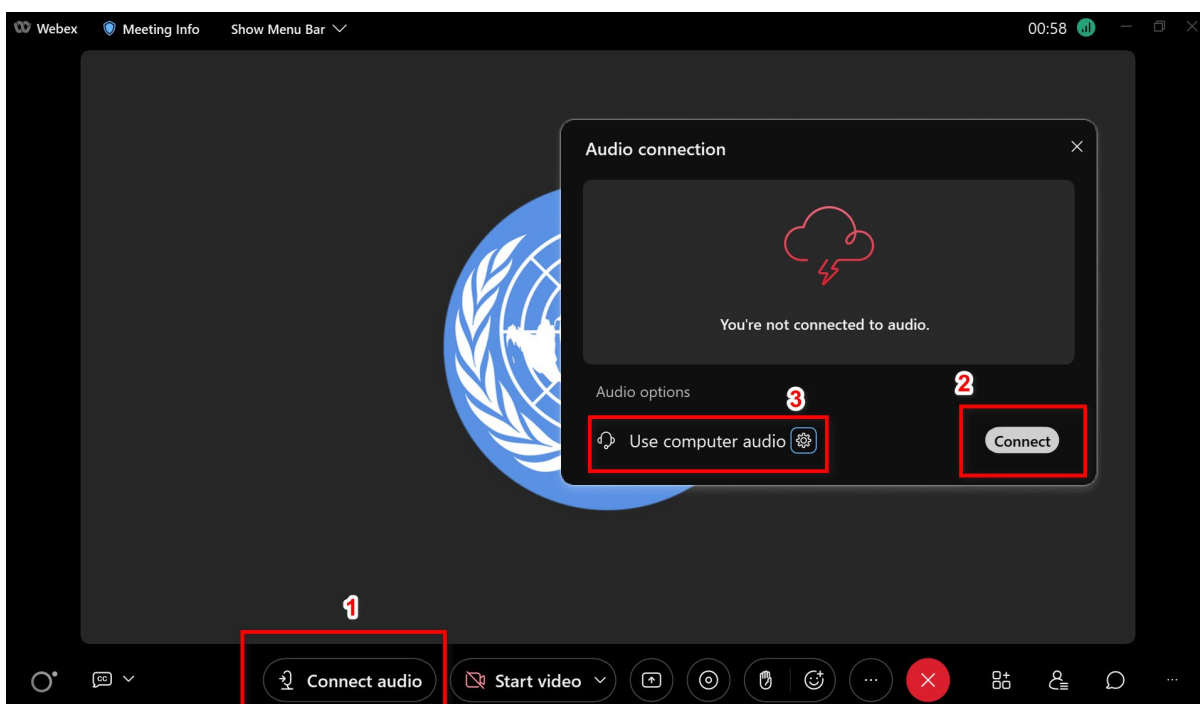
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You can meet anyone in the world online, talk to them over your computer, see each other's video, and share content.

## Connect audio

In the preview window, you can make sure your audio and video sound and look good before you join the meeting. First, choose the settings you use for audio in the meeting.

1. Click the audio connection options in the Meetings app.
2. Choose how you want to hear the audio in the meeting:

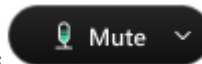


- Use computer audio—Use your computer with a headset or speakers. This is the default audio connection type.

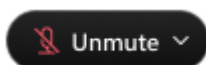
You can change your headset, speakers, and microphone.

- Don't connect to audio—You won't hear any audio in the meeting through your computer or phone. Use this option if you're in the meeting room but want to use your computer to share content in the meeting.

3. If you want to join the meeting with your audio muted, click Mute

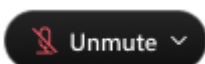


You'll see

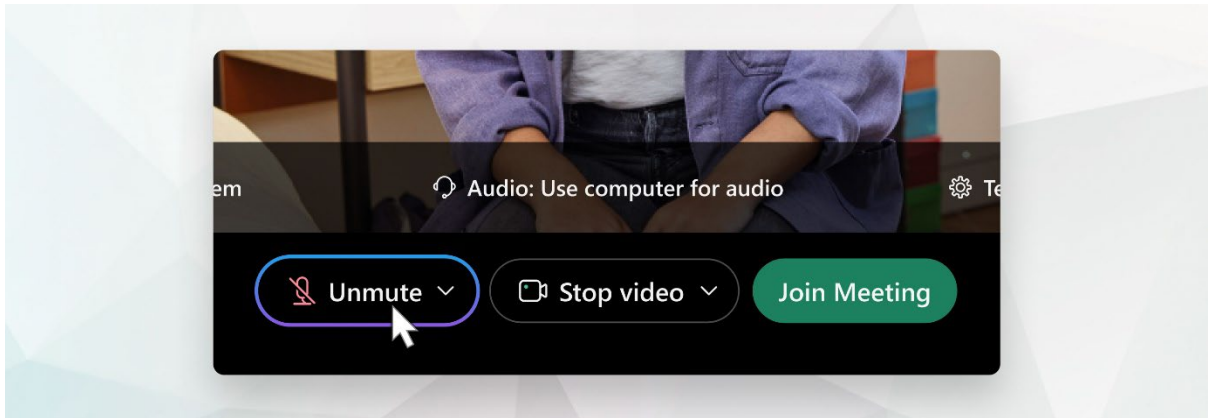


when your microphone is muted.

Click Unmute

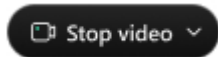



when you want to speak in the meeting.




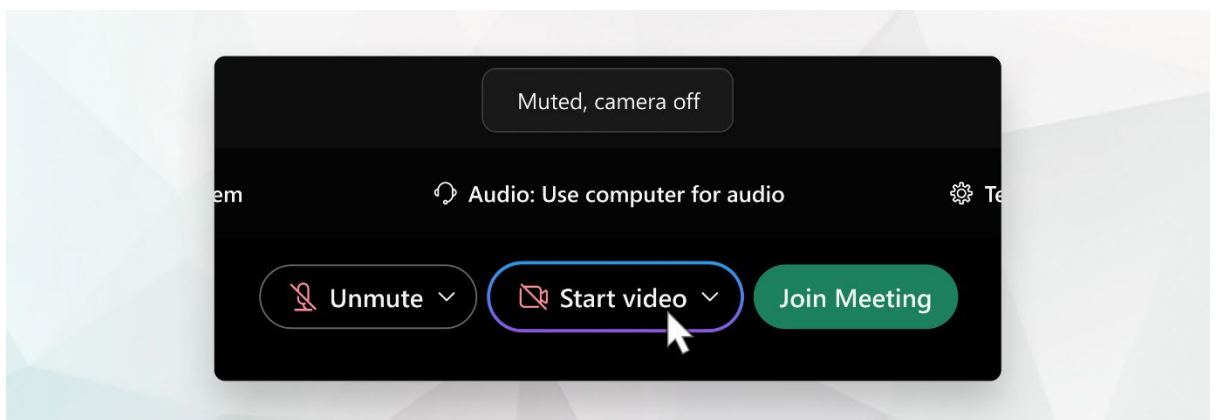
## Start your video

1. If you want to join the meeting with your video turned off, click Stop video



You'll see  when your video is turned off. Click Start video

 when you want to show your video.



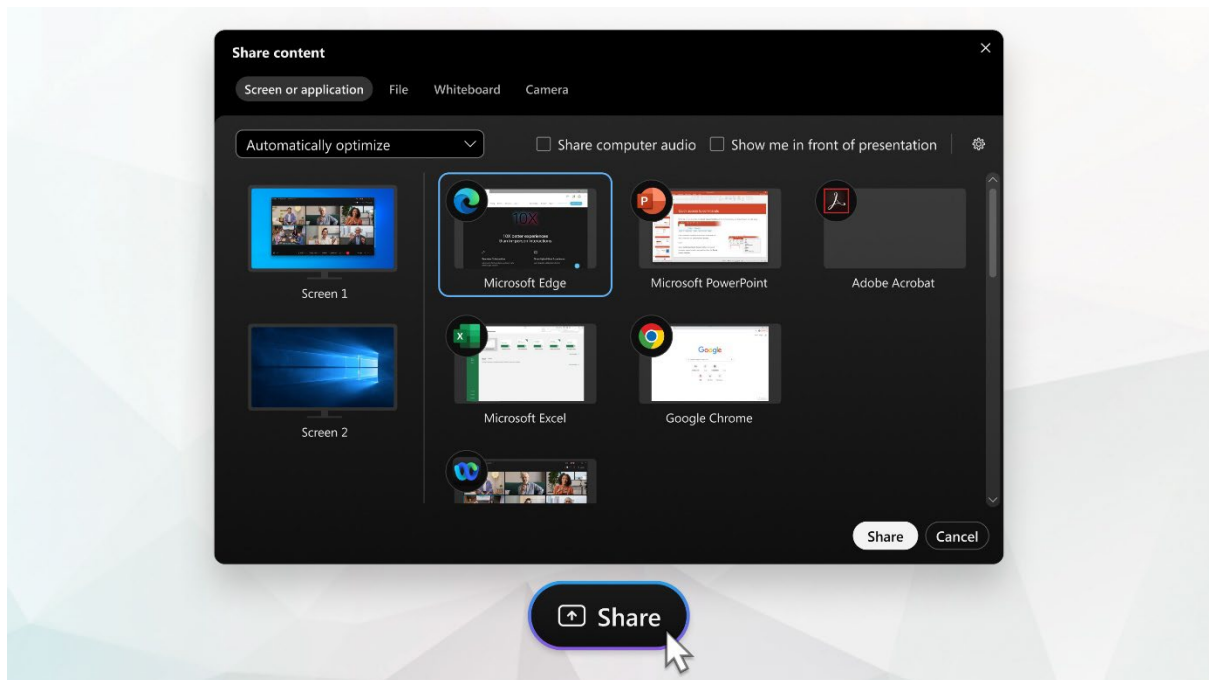
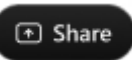
2. Select the camera to use.
3. • By default, your self-view video shows in mirror view. You can turn off mirror view if you want to see yourself in your self-view video the same way that other meeting participants see you.
4. If you're happy with the audio and video settings that you chose for this meeting, you can save them for your next meeting.

- If you want added privacy or to limit possible distractions from your video, you can use a virtual background. Click Change background, and then choose to blur or replace your background.

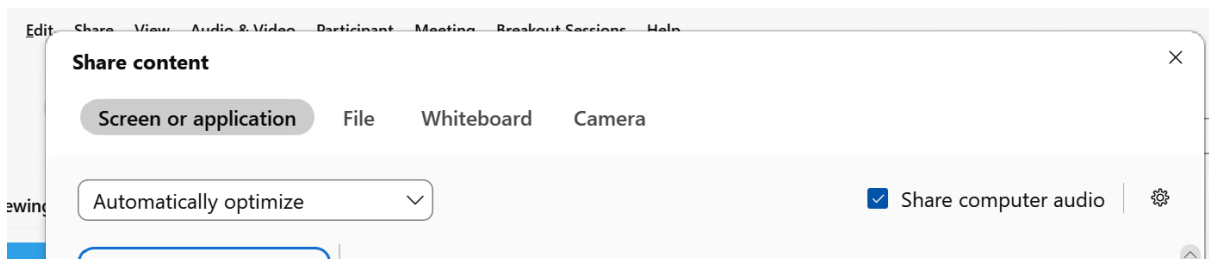
Join the meeting with your audio muted and unmute it only when you are invited to speak. Keep your audio muted during the entire meeting unless you are invited to speak. Use “Raise hand” and “Chat” to communicate.

## Share content

To share content during a meeting, from the meeting control panel, select Share

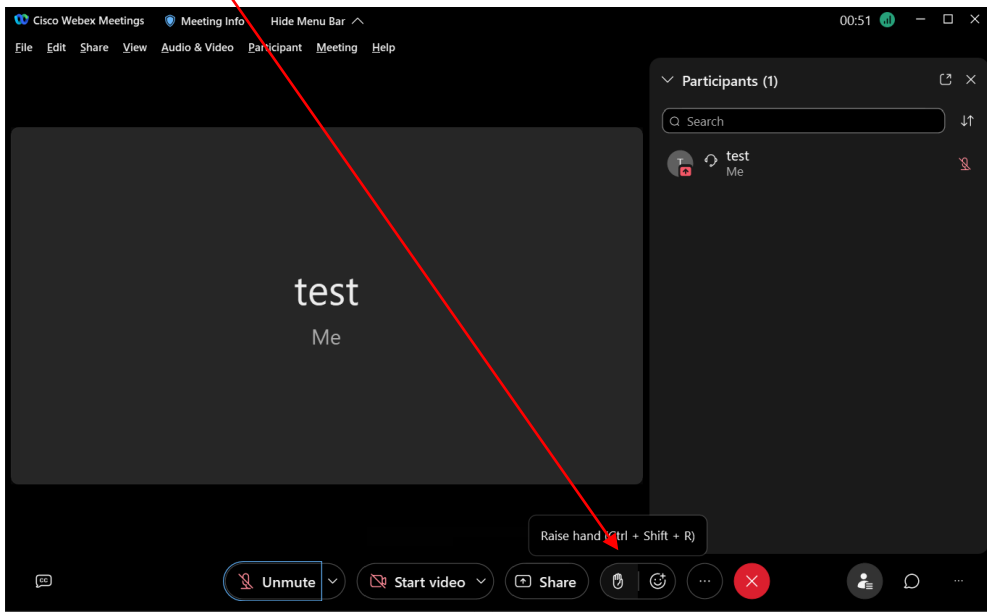


Go to the Share menu for more sharing options.



Check : Share computer audio if it is a video file

## Raise Hand



## Chat

