Videoconferencing tips & professionalism

Netiquette is a term coined from combining two words, internet and etiquette

Before you type/say something, ask yourself is this something I would want my family, teacher, future employer to read/hear?

- ❑ Start your comment or question by stating your name. This helps others identify who is speaking.
- ❑ Direct your questions to a specific individual or group.
- ❑ When possible, avoid interrupting others as they are speaking.
    - ❑ Use nonverbal Raise Hand feature.
    - ❑ Consider posting questions via chat.
- ❑ Speak in a normal voice, you shouldn't have to shout.
- ❑ Talk directly into microphone. Do not turn head side to side while talking or your voice will fade in and out.
- ❑ When you start talking, JUST KEEP TALKING! Try not to ask "can you hear me?" or anything like that. You will be notified if something isn't working.
- ❑ Expect a few extra seconds of delay in getting an answer because of the technology and distance involved (at minimum, un-muting the microphone).

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Rules of netiquette are guidelines used to have a positive experience on the internet to ensure you interact with others politely and safely.

Being polite and professional allows others to maintain a positive image of you.

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- ❑ Keep microphone muted when you are not speaking. This will prevent inadvertent noises, such as coughs, rattling papers, or chair squeaks, from interrupting others.
- ❑ Plug in to wall power - battery use can adversely affect video quality.
- ❑ As with any meeting, limit side conversations and multitasking.
- ❑ No matter how many people are in a meeting, there's probably someone watching your video. It could be your professor. It could be your classmate's dog. Doing something embarrassing or distracting, like flossing, eating, or using your camera to see if you have food in your teeth will probably be seen, no matter how quickly you do it.
- ❑ If you can't use video, upload a professional profile image of your face to your Zoom Account.
- ❑ Close any windows or programs open on your device that are unrelated to your meeting.