

Online Meeting

Etiquette

- **Mute your microphone when you are not talking**
 - **Unless you live alone, your home is probably noisy these days. Background noise interrupts the meeting and makes it hard for everyone to hear.**
- **Leave the keyboard alone**
 - **The sound of typing can be distracting.**
- **Be aware of your surroundings**
 - **Adjust your work setup so you face a window or use a lamp. Light coming from the back, can make it difficult to see you.**
- **Stay Present or log out**
- **Be Courteous**
- **Shut down all other programs on your electronic devices (email, messages, etc.)**
- **Silence your cell phone**