

Virtual Meeting Etiquette

1. Set up your space: work in a quiet room with minimal noise and distractions. Background awareness.
2. Punctuality is important. Log in a few minutes early.
3. Turn your video on. Lighting and camera positioning are important.
4. Headphones are recommended.
5. Stay muted when not talking to help eliminate excessive noise. Microphone awareness is important.
6. Use platform reactions and chat features to participate.
7. Direct questions to certain person by stating their name.
8. Speak/behave/dress as you would during a face-to-face meeting.
9. Avoid excessive eating during meetings.
10. Stay engaged and attentive.



Google Hangouts



THE OHIO STATE UNIVERSITY

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