

# Telework - Video Conference Etiquette

## Ten Best Practices

1. Test your technology before your meeting. Test your microphone. Familiarize yourself with mute button, camera on/off, and chat features
2. Get settled before the meeting. Avoid moving or walking with your laptop during the meeting. If you must, Go Dark (mute audio & turn off video).
3. Mute your microphone whenever you're not speaking – even if you are alone in the room. This eliminates disruptive background noise. Remember to unmute when speaking.
4. Be aware of your video settings. Turn your camera off if you are not able to participate visually. Most video conferencing tools allow you to add a professional photo for when you are not able to be on camera.
5. Position your camera at eye-level. Positioning your camera too low or too high can create distracting weird angles.
6. Make sure your room is well-lit. When possible use natural lighting, overhead lights, or side lighting.
7. Wear appropriate clothing. Dress as if you were meeting face-to-face. You never know when you have to get up suddenly.
8. Check your surroundings. All visible art or decorations should be work appropriate and your surroundings clean.
9. If you are in a group call without video, introduce yourself before you talk. Consider something like "This is Mary, I have a thought."
10. Eliminate or minimize multi-tasking. It's easy for others to tell if you aren't fully focused.



**Video-conferencing provides a great opportunity to connect with colleagues during this time of social distancing. Use it in a meaningful and wise manner.**