Video Meetings Etiquette

Environment

Picking a suitable location is an essential ingredient to a successful video meeting. Before settling in to join your meeting, consider the following:

Quiet settings help you focus and be clearly heard by colleagues when you speak. Great candidates for locations can include meeting rooms (be sure to book in advance if needed), or unoccupied offices.

Continuity of your participation is crucial. Turn off other devices to minimize distractions for you and other participants. If possible, close doors in your vicinity. Avoid scheduling conflicts, as if the meeting were face-to-face.

Equipment

Practice. Find someone willing to help, and confirm you understand the process fully before starting your first video meeting. This will ensure everything runs smoothly during the real thing.

Frame the camera. When you're on video, make sure you frame your camera in a way that feels natural, and allows you to look at the camera. Sit at eye level to the lens, and try to position yourself so that it shows midsection up.

Tip: You can preview the camera view prior to your meeting start in Virtual Office Desktop, using the **start with video** switch.

Tip: Test your audio levels using the **settings** menu, available via the ellipsis at the bottom right corner of your meetings window. This can also be achieved from the arrow next to the in-meeting microphone symbol.

You

Attire. Before attending the video meeting, reflect on who the other participants will be, and the personal presentation expectations. If in doubt, a good default choice is something that would be appropriate if the meeting were face-to-face.

Mute yourself when not speaking. Even if you have chosen a quiet location to join from, external noise sources can be both unpredictable and jarring during a video meeting. This is especially important for meetings with a large amount of participants.

Pay attention. It is easier to get distracted in a video meeting than in-person. Perceptions are important - show you value the meeting content and your colleagues by not being visibly distracted. Consider closing other applications and turn off external devices such as televisions.

Tip: Mute your audio or switch off video any time using the buttons at the bottom of your meetings window.