The Dos & Don'ts of Virtual Meetings

Do: make sure your room is **well lit** (side lighting is the best). Few things are worse than having a professional meeting while feeling like you're talking to someone in a dungeon. Use **natural light** from windows or simply turn on the overhead light in the room to **brighten up** the conference.

Do: be aware of your **video settings.** Check if your microphone is muted before delivering a two-minute monologue that no one will hear.

Do: **test your microphone before** you video call, especially if it's an important meeting. Test it by video conferencing your colleague before the meeting. You don't want to share something critical and be unable to communicate clearly because your **audio clarity and volume** are poor (or off!).

Do: **mute your microphone** whenever you're not speaking — even if you're alone in the room. Background noise can be an annoying **distraction** and stifle any meeting's flow.

Don't: position your camera too low, too high or hooked onto a different monitor. Weird camera angles can be **very distracting** (and unflattering) during video conference calls. Make sure your camera is **eye level** and on the monitor you plan to use for the conference.

Do: **look into the camera** when you are talking instead of looking at yourself on the computer screen. It will help others on the call feel like you're **100 percent engaged** and present.

Do: wear appropriate clothing. It can be tempting — especially if you work from home — to wear a work shirt and athletic shorts but **dress as if you're meeting face to face.** You never know if you're going to have to get up suddenly or if your camera might fall. So wear **clean, professional clothing** for your video calls.

Do: **introduce yourself before you talk** (if you're in a group call without video). Consider something like "Hi it's Jim, I have a question." While several programs will notify you as to who is talking, conference line numbers will not. Therefore, **be polite** and introduce yourself.

Don't: check or read emails or **peruse articles** while on the video call. This also includes doing additional work beyond the call. It's easy for other participants to tell if you aren't **fully focused and present** during the video call.

Do: make sure your wall art or decorations are **work-appropriate** and your surroundings clean. If your room looks like a college dorm room after a bender, **clean it or find a different room.** This also includes your desk! Avoid having multiple coffee mugs, dishes, and trash on the surface.

Source: https://www.entrepreneur.com/article/238902

Additional Tips & Advice

—Test a Virtual Meeting with Webex —How to Look Good on a Webcam

Make sure you test your audio and video settings the day before use to ensure everything is set up correctly. Having technical difficulties? Please contact your IT Support.

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