**Video Conferencing etiquette**

1. Mute yourself when not speaking.

Even though you may not be speaking and think you're being quiet, most microphones can pick up minor background noises, like coughs, sneezes, typing or whatever sounds around you. These sounds can easily distract other video conferencing participants and potentially even cause annoyance.

When connecting from two devices example computer and phone, please be aware that you can cause a microphone interference and that’s very unpleasant to hear. To avoid this, please make sure your audio (speakers and microphone) are switched off on one of the devices (ex computer, if used to see any presentations).

1. Be on time.

This one should be standard with any meeting, video or otherwise. However, when you're dialing in to a video conference, it's especially important. While you might be able to get away with sneaking into a physical meeting late, everything is more visible in a video conference.

1. Ensure your technology works correctly. If after updating browsers and making sure your hardware (cameras, microphone, speakers) is on and working, you are still having technical difficulties please reach out to Jim.
2. When you are speaking, do it clearly, naturally and maybe slowly and renunciate every word. Don’t shout and do not interrupt other speakers, wait for an opening in the conversation before putting in your part. An option is to post by instant message so that everyone comments can be addressed at the right time.
3. A good practice is to introduce yourself before speaking so that everyone knows who’s speaking.
4. Wear clothing that you would normally wear on a face to face interaction.
5. Frame the camera correctly so that your head and shoulders are visible and in the middle of the picture.
6. Have the right light.
7. Look into the camera.
8. Pay attention.