Virtual Meeting Etiquette

**DO**

- Test your technology
- Mute your mic when not speaking
- Remember you are on camera!
- Dress appropriately
- Speak clearly
- Be engaging

**DO NOT**

- Multitask
- Have an inappropriate background
- Eat while on camera
- Use inappropriate words, pictures
- Expect everything to be perfect
- Make private meetings public (be aware of safety!)

**Additional Virtual Meeting Etiquette Tips**

1. Zoom Meetings: Etiquette and Best Practices by University of Pittsburgh
   https://www.technology.pitt.edu/blog/zoom-tips
2. Ultimate Guide to Remote Meetings in 2020 by Slack
   https://slackhq.com/ultimate-guide-remote-meetings
3. 7 Rules of Virtual Meeting Etiquette by GoToMeeting:
   https://blog.gotomeeting.com/7-rules-virtual-meeting-etiquette-every-professional-know/