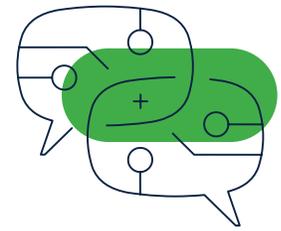


# Working Remotely

## Video Conferencing Etiquette



### Top Ten Things To Do

#### Common Tool

Pick a video conferencing tool that your team is most comfortable using.

#### Test!

Find a buddy to make a test call with. Practice sharing your screen and make sure the other person can see it clearly.

#### Have a backup plan

Make sure you have multiple modes to connect with, in case you have connection issues. Look for an audio-only option on the conference platform and a dial-in number on your meeting invitation.

#### Be. On. Time.

Don't make others wait for you. In fact, be early so you can test your connection!

#### Be at a location with strong WIFI

Nothing is worse than sitting through a meeting with visual issues or broken audio.

#### Use headphones if available

Headphones can help you listen better. If you have one with a built-in microphone, even better!

#### Ssssh! Mute your microphone

When you're not speaking, press mute to prevent background noises from joining your conversation.

#### Dress appropriately

Show up to your calls just like how you would dress at the office. No pajamas.

#### Maintain eye contact

Try looking into the camera when you speak. You don't look away when you speak to someone in-person, so why would you do that online?

#### Be yourself!

Relax and just talk to your colleagues like you normally do in person.

### Top Things To Avoid

#### Making body movement

Crumpling papers, tapping your feet against your desk, and moving around in your chair can be distracting to others.

#### Arriving late

Respect your colleagues' time. Everyone has a busy schedule, so don't make them wait for you to start.

#### Multitasking

Give your full attention. If you're working on something else at the same time, you'll miss out on important information.

#### Interrupt speakers

Respect the person speaking. You'll get your chance to talk when the speaker has made their point.

#### Sitting against a window

Windows create backlighting. You show up on camera with a harsh silhouette effect.

#### Carrying side conversations

These will take your attention away from your meeting. If you must, make sure your microphone is on mute.