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7 Rules For Virtual Meetings

INSTRUCTIONS – Follow these rules to help any virtual meeting be more productive and less distracting. And share them with your full team too.

1. Be on time

Please respect everyone's schedule, test your connection in advance to minimize tech problems and be on time so we can keep the meeting running on time.

2. Use the mute button

If you aren't speaking, go on mute. If you are, go off mute. Practice so you know how to do this easily. This is the most important rule.

3. Focus on the audio

Your audio quality is more important than your video. Test your audio and ideally, please get a headset or an external mic so you sound as clear as possible.

4. Avoid backlighting

Do not sit with a bright light or window behind you. Try to find a spot where the light source is behind your camera/computer screen and shining on you instead.

5. Don't overshare

Check what we can see behind you on your video and make sure there is nothing too personal, private or embarrassing. Try to reduce clutter and hide any personal information (such as email) on your screen before screen sharing during the call.

6. Silence distractions

Before the meeting, silence all alerts and notifications from your devices and turn off any additional monitors or other screens to avoid distractions.

7. Dress appropriately

You should be presentable and professional. Wear what you might otherwise wear to the office. At the very least on any part of you that is visible from the camera!

