

# **VIDEO CONFERENCING: ETIQUETTE GUIDE**

*MS. GRACE AND DISTANCE LEARNING TIPS & TRICKS*

# PUT ON A SHIRT!

Dress like you would at school

- have on an appropriate top.



Rebecca Bennitt  
@RebeccaBennitt

Ever seen anyone do an hours long, sitdown interview with no shirt on? #Netflix #JoeExotic 🇺🇸

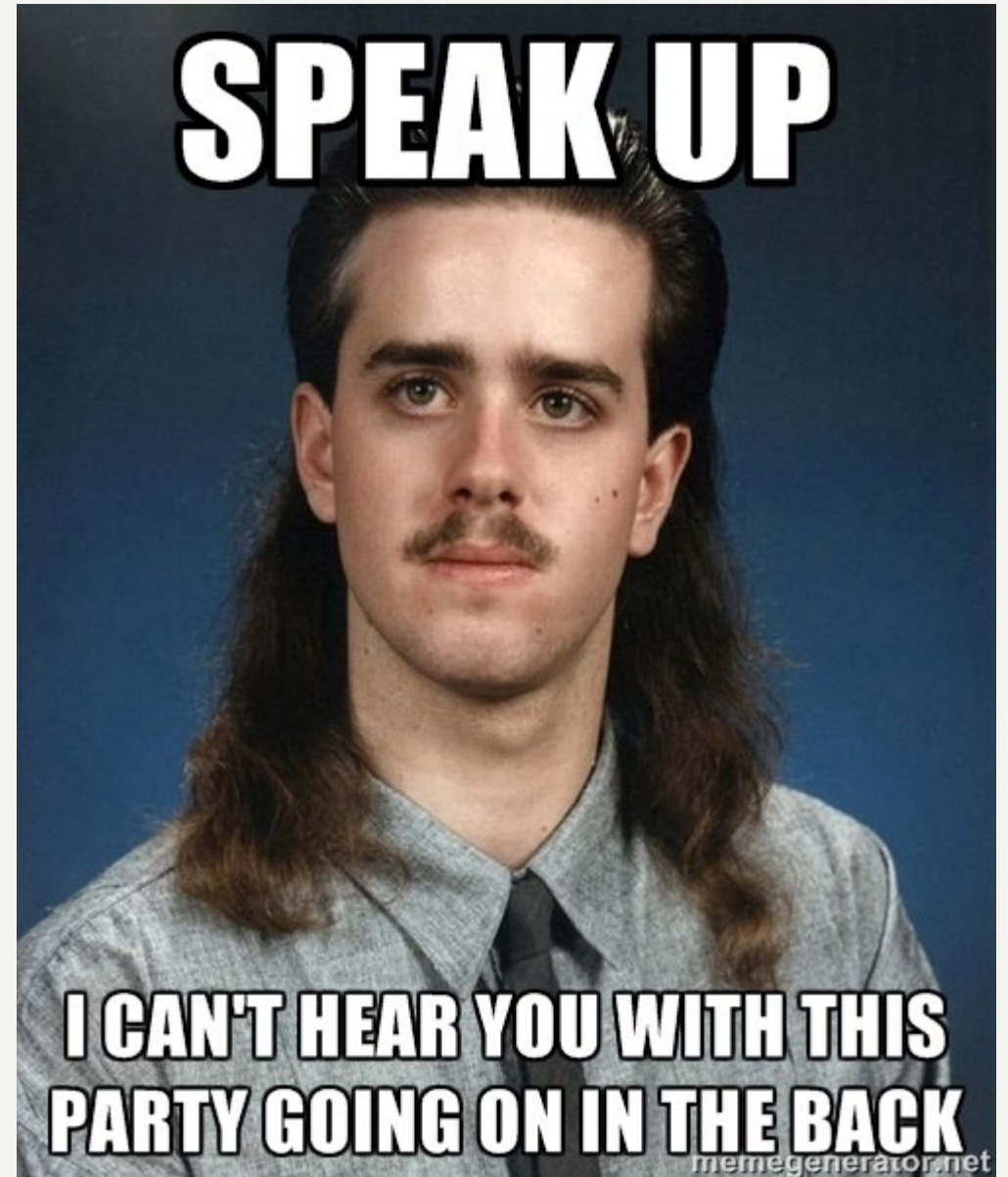


...and pants if we can see you from the waist down...

# USE MUTE

If something is going on in your house, or you need to take a break for a minute, please do. Click off the sound and/or video and return.

*If you are a distraction, we will talk about you.*



# LIGHTING

Make sure you are somewhere bright enough that we can see you.

You really don't live under a rock.



*Pro Tip: A light in front of you is best.*



# CHECK YOUR SPACE

We. Can. See. You. Period.

Double check your space and background.

If it is a distraction, we will talk about you.

Choose wisely.



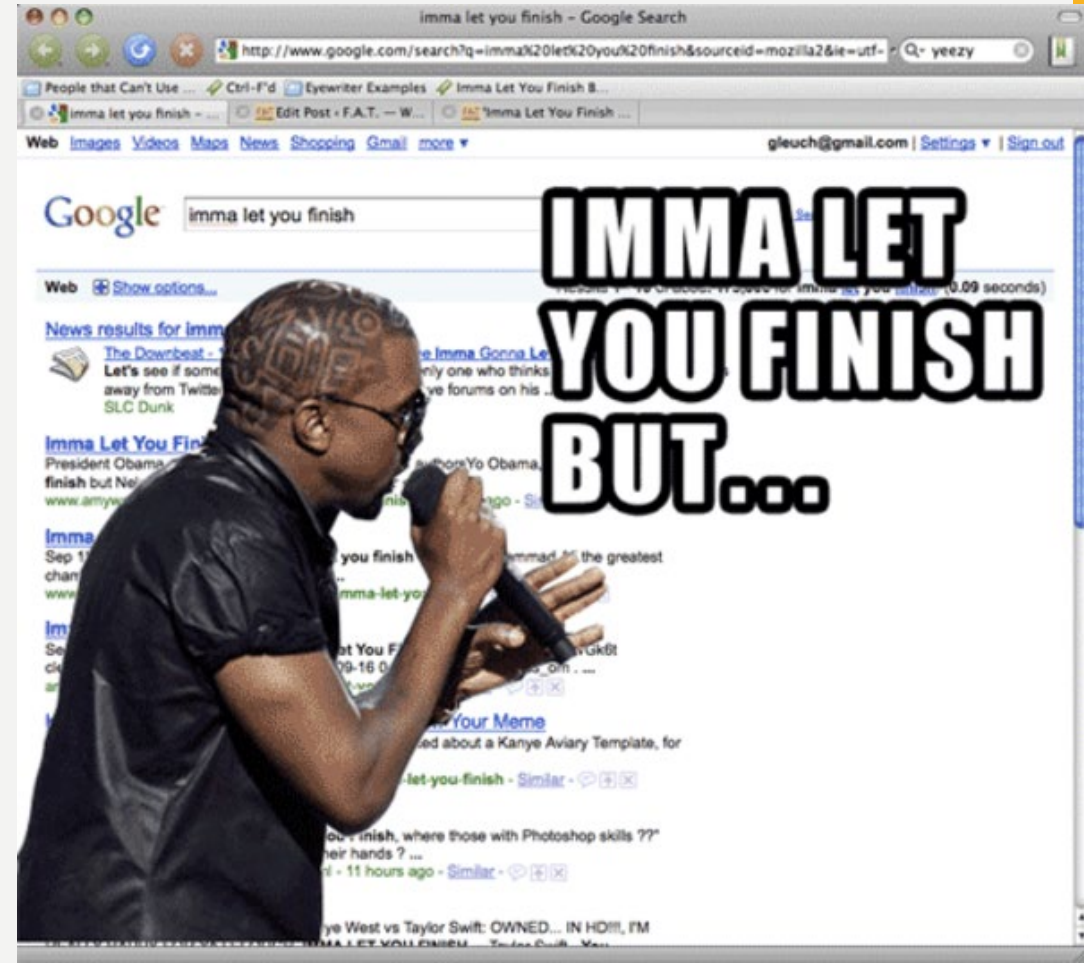
# WAIT FOR IT...

Please wait for your turn to talk.

You can also type out your question in the chat box.

We will address it...

... make sure it hasn't already been asked though.



# DON'T USE ALL CAPS

Either in posts or the chat box.

You look angry.

Okay Grandma?



# BATS IN THE CAVE

Check your camera angle.



We *ONLY* want to see your *FACE*.



# DON'T YELL

Speak as if we were in the room with you.

Let the microphone do its job.



# OTHER THINGS...

Take notes and participate in the discussion.

Please refrain from doing anything else while in the video conference, or take a break, turn OFF sound and video and come back.

You are here voluntarily.



# READ THE HOW-TO GUIDE

Try to figure out how to join a meeting before we do it.  
Poke around Teams and try to join the meeting early.

