

## Tips for a Virtual Meeting

- **Mute your microphone – Alt A – to unmute hold down the space key**  
To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking.
- To chat select Alt H
- To stop or start video Alt V
- Be mindful of background noise  
When your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers.
- Position your camera properly  
If you choose to use a web camera, be sure it is in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants.
- Limit distractions  
You can make it easier to focus on the meeting by turning off notifications, closing or minimizing running apps, and muting your smartphone.
- Avoid multi-tasking  
You'll retain the discussion better if you refrain from replying to emails or text messages during the meeting and wait to work on that PowerPoint presentation until after the meeting ends.
- Prepare materials in advance  
If you will be sharing content during the meeting, make sure you have the files and/or links ready to go before the meeting begins.

### **Additional. . . .**

1. Remember you are on camera whenever you have your video camera on. Even if you are not seeing yourself, everyone else is seeing you. If you need to do something during the meeting, turn your camera off.
2. Remember, unless you are muted, you are not muted. Stay muted unless you are talking. Also, remember, if you need to get up, get coffee, talk to someone in the room—turn both your camera and your microphone off.
3. Stay focused on the meeting at hand.
4. If you're muted by the facilitator and want to speak you can send a chat (Alt H).