

**Etiquette Guide:** Keep the following guidelines in mind to improve your WebEx meeting:

- ✓ Sit within **camera view**.
- ✓ Use a **headset with microphone** for optimal audio quality.
- ✓ **Mute the microphone** when not in use.
- ✓ Use a **wired internet connection** when possible (wireless can be unreliable).
- ✓ Refrain from multitasking while in the meeting.
- ✓ Close email and any instant messaging applications if you are sharing your desktop.

Whether you are a seasoned video conference attendee or a beginner, here is a list of meeting do's and don'ts to keep in mind:

- **DO:** Keep your microphone on mute if you are not actively engaged in a conversation. Not everyone wants to listen to your dog bark, or the construction work going on outside. Be aware of your microphone settings, as you do not want to start a monologue while on mute.
- **DON'T:** Read emails, scroll through news articles or shop online while on the call. Focus on the task and eliminate other distractions. Mute mobile phones, turn off notification sounds, and minimize other applications. Your colleagues can easily tell when you are not completely involved.
- **DO:** Dress as if you are in the office, or at least appropriately. You never know if you'll need to get up suddenly or your camera falls off the monitor. Also, get rid of distracting artwork on your walls, which can prevent your team from focusing on what you are saying.
- **DON'T:** Have side conversations. If you aren't going to do it in an in-person meeting, then you probably shouldn't do it in a virtual one. It is distracting even if you are on mute.
- **DO:** Position your camera at eye-level and on the monitor you are using for the conference. It is unflattering when the camera is either too low (double chin alert!) or too high, and when you are looking at another screen while on the call.
- **DON'T:** Interrupt other speakers while they are presenting. If you have a question that cannot wait, type it in the chat window so that it can be addressed later.