

## Online Meeting Etiquette: 4 Tips that Create an Effective Meeting

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### Ensure that you have a clean, work-appropriate background.

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You want your attendees' focus to be on the meeting content not your messy office or your amazing art collection. By having a clean setting with work-appropriate art and decorations, you reduce the chance that attendees will get distracted.

You should also try to attend the meeting from a quiet area that has minimal background noise and movement. Barking dogs and slamming doors are not just annoying in person, they are also annoying via Zoom.

### Be aware of your audio and video settings.

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Check whether your microphone is unmuted and that your camera is on to ensure that all attendees can hear you and see you when you speak.

Position yourself so that most of the light is coming from in front of you (behind your monitor), instead of behind you. If you have a window behind you, shut the blinds. Otherwise, you will be backlit.

Don't get too close. Position yourself so the camera is seeing you from the chest or waist up, instead of just seeing your face. This is more natural for the viewer (after all, in an in-person meeting you're usually seeing more of a person than just their face). This is especially beneficial if you tend to gesture a lot.

If you can, connect to the internet via an ethernet cable. Zoom works well on wireless all the way down to 3G, but the quality is best on a solid wired internet connection, so wire in when you can. Otherwise, just make sure you have serviceable Wi-Fi.

Test your video and audio before your meeting at <https://zoom.us/test>

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### **Look into the camera when talking instead of looking at yourself.**

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If you're looking at yourself on the screen while you're talking, it will seem like your attention is elsewhere. Direct eye contact into the camera while speaking gives attendees the impression that you are looking at them rather than off to the side, which creates an environment where everyone feels engaged and present in the conversation.

### **Eliminate distractions and focus on the agenda.**

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Notifications from messaging applications, ringtones, and applications running on your desktop can be distracting, which can make your attendees feel disrespected and undervalued. It is also important to mute your cellular device. Treat an online meeting as you would an in-person meeting. Mitigating these distractions helps keep the meeting focused and free from interruption.