

# VIRTUAL MEETING ETIQUETTE

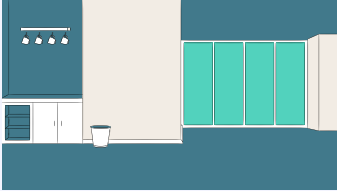
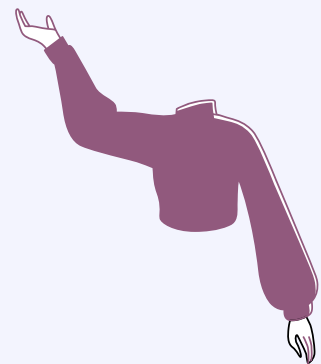


## 1. BE EARLY.

Arriving early allows you the opportunity to get set up and ensure that your microphone and camera are working properly.

## 2. DRESS APPROPRIATELY.

Dress appropriately. Do not wear pajamas, sweats, etc. Business casual attire is always appropriate, even when you are working from home.



## 3. USE A PROFESSIONAL BACKGROUND.

Use a professional background. If your background is not professional, use a filter or download a Zoom background.

## 4. MUTE YOUR MICROPHONE.

Mute your microphone when you are not speaking. Always take care not to turn it back on accidentally.



## 5. MINIMIZE DISTRACTIONS

Whenever possible, try to avoid any distractions in your background. This includes television and phone sounds as well as distracting visual elements.