

# Video Conferencing Do's and Don'ts

## How can you optimize learning while in a live, virtual class?

We realize that this may be your first-time using videoconferencing tools. Not to worry! We have prepared some general Do's and Don'ts. This is also great practice for the 21<sup>st</sup> century workplace. Your instructors will explain specific guidelines for their classes. Be yourself and no worries, you have got this!

### **Do:**

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1. Mute yourself when not speaking. Doing so creates a better experience for all participants.
2. Be on time. It can be distracting with people entering late or leaving early.
3. Ensure your technology works correctly beforehand. Last-minute tech issues are stressful.
4. Sit not too close and not too far from your screen to capture the correct frame.
5. Have a glass of water and notepad with you. This ensures a more comfortable experience.
6. Wear class-appropriate clothing to look and feel your best.
7. Check your background and alert others in your area that you are in class.
8. Try your best to have good lighting in front of you and not behind you.
9. Look into the camera with confidence and engage with non-verbal communication.
10. Give it your full attention.

### **Don't:**

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1. Be afraid to ask how interactions will work. Ask when and how questions are asked if unsure.
2. Forget to mute yourself when you are not speaking or turn off video if needed.
3. Abandon etiquette. Be polite, courteous, and patient. Listen attentively.
4. Multitask or get distracted.
5. Position your camera too low, too high or hooked onto a different monitor.
6. Sit directly in front of a window or with a light right behind you.
7. Forget that you are on camera, possibly being recorded and with speakers on.
8. Interrupt the presenter.
9. Carry on side conversations with others, unless specifically working in a breakout group.
10. Forget to unmute yourself when you are speaking, asking a question, or presenting.

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