

Important Video Conference Etiquette

MOST IMPORTANT ETIQUETTE

1. SELF MUTE
2. GOOD LIGHTING (don't be in a shadow)
3. CENTER YOUR HEAD (no partial face)
4. NO EATING
5. NO BACKGROUND DISTRACTION

TIPS

1. Click on the small "Gallery View" icon in the upper right corner of screen once people start coming on. This will allow you to see everyone.



2. Self-mute yourself by hovering your mouse over your video picture, and a row of options will appear below. The Mute Audio is in the lower left. That way, any typing or background noises won't distract the trainer and those listening. If you want to speak, just un-mute for that section, then go back to self-mute.

3. Please have no background distractions. No dogs, no kids, no wandering spirits. It derails the trainer's focus. If you do get background distractions, please quickly push the "Stop Video" button next to the audio mute button. This will close your camera, but you'll still hear the audio and you can still be part of the call. Just turn it back on when you want.
4. Be attentive. Face forward. Mute your cell phone before the calls. (you can actually get away with plenty of multitasking, like emails, looking up info online, and so forth. But face forward. Don't give the prospects half your head, the top of your head, etc.)
5. No eating. Tea is fine :) But chomping on that sandwich is too much. If you need to, no worries: just cut your video by clicking on the Stop Video button, lower left.

Gallery View button



6. If you leave your chair, that's fine, just do so slowly without a huge amount of movement that distracts prospects from the trainer's message. Or just delete the video feed.
7. The cool thing about Zoom is that we can choose to not be on the camera, especially if you're squeezing the call while you need to eat, babysit, or otherwise be distracted. That's fine! Glad you're on the call! Just do the call only on self-muted audio and avoid the video of yourself.
8. There's a chat feature, too, which will allow you to chat with the others. You'll find it on the toolbar along the bottom. Chat privately with one person, or the entire group.



Speaker View

Gallery View

