

VC / Meeting Etiquette

To be followed while attending an online meeting / Video Conference

1. Join the meeting early and test out your Microphone & Camera.
2. Mute your microphone and camera after testing.
3. **ALWAYS JOIN MEETINGS WITH YOUR MICROPHONE MUTED. Unmute only when it is your turn to speak. Wait for your turn. Raise your hand if you want to talk.**
4. Background noises, feedback (echoing & howling), and other issues may cause disturbances and video can slow down the connection. Muting your microphone and switching off video is advised.
5. Make sure NOT to JOIN THE MEETING FROM MULTIPLE DEVICES from the same location. This may cause audio disturbances and unwanted reverberation/echoing/howling.
6. If you are using a second screen, please make sure that the audio output is muted. Always use the audio output (Speaker) and Microphone of the same (Primary) device.
7. Whenever possible, join the meeting with a WIRED CONNECTION. Wi-Fi connections may at times become unreliable.
8. If you are Presenting, consider sending the presentation/document prior to the meeting. It is advisable to avoid animations or slide transitions as it may increase bandwidth requirement.
9. Make sure that you are attend the meeting from a quiet room.
10. Use a Headset if you are in a crowd / public place.