


The Golden Rules of Communication for Online Meetings

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Rule 1: Know the platform!

- Google Meets?
- Teams?
- Cisco Webex?
- Zoom?
- Others?



Rule 2: Be there early!

- Unexpected system updates can slow down your start
- WIFI may take time to set up
- Bluetooth (e.g. for mics) may take time to set up
- You may need an alternative device if there's a technical problem



Rule 3: Switch on your camera

- The visual element is important
- Don't be afraid to ask the other person to switch their camera on too
- The only exception – if WIFI/connection is slow

Rule 4: Mute your microphone when you are not speaking

- Background noise can interfere with the meeting (especially via sensitive tech, like AirPods)
- Experiment with different mics (wired or wireless?)
- Turn on noise reduction (if available)



Rule 5: Raise your hand

- This can be done visually (on camera), or through a hand-raise tool
- Raising your hand on camera is usually better for smaller meets





Rule 6: Watch the chat window!

- Requests and questions may come up at anytime
- Don't leave the meeting without checking the chat window
- This can be a good place to receive/ask questions and to leave contact information



Rule 7: Leave at the appropriate time, and in the appropriate way

- If you need to leave early, then let the host know in-advance.
- You can slip out unnoticed, but please leave a message in the chat window to say goodbye to the participants.
- Respect people's time, just as you would in a physical meeting.

A useful acronym

MEET UP R

M - Master the platform

E - Early attendance is key

E - Enable your camera

T - Toggle mute wisely

U - Utilize hand raising

P - Pay attention to the chat

R - Respectful exits (on time)

A final note on camera etiquette

