

Video Conferencing Etiquette for Participants

When participating in a video conferencing, **DO . . .**

- Make sure your webcam is at eye level. The easiest way to do this on a laptop is to place the laptop on top of a tissue box. Video conferences are more effective when people can see each other's facial expressions and body language.
- Sit in front of a wall or other non-lit surface, so you won't be in a shadow.
- Speak clearly.
- Keep body movements to a minimum.
- Stop the video if you need to move locations or step away.
- Close out of any windows on your computer that might distract you or that you don't want to accidentally show.
- Be yourself and have fun!

When participating in a video conferencing, **DON'T . . .**

- Make distracting sounds (e.g., shuffle papers, type, eat, yell at family members)
- Carry on side conversations
- Cover the microphone
- Multitask