



Video and Audio

First, let's talk about your video and audio.

- **Turn ON your video.** It shows that you are engaged in the conversation and are an active participant – whether speaking or simply listening.
- **Test your video and audio** before the meeting at zoom.us/test.
- **Use a headset** when possible. The quality is sharper with higher quality hardware.
- **Stay on mute** when you are not talking. Background noise can be distracting.

Meeting Etiquette

There are some general rules of courtesy for virtual (and in person) business meetings.

- **Arrive early and prepared** having read all documents and ready to share comments.
- If you can, **hold off on eating** during a meeting.
- **Stay seated** and **stay focused**.
- Use the chat moderately and for the **benefit of everyone**.

Consider Your Environment

Your surroundings say a lot about you. Let's make sure that they say the right things.

- **Dress appropriately.** It will put yourself in the right headspace to be productive.
- **Have a tidy, professional and work appropriate background** (a plain wall, a potted plant, or a bookshelf works perfectly) or use a **virtual background**.
- Lights, camera, action! **Position yourself so that most of the light is coming from in front of you** (behind your monitor), instead of behind you.
- **Find a quiet space**, and shut the door.

Setting your name

Not everyone knows who you are. As a general rule:

- **First/Last Name (Branch Number, ASD-X).**