

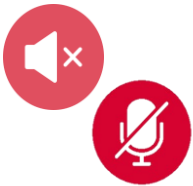


Online meeting guidelines



JOIN THE MEETING ON TIME

Make sure you join the meeting at the correct time. Try not to join it too early or too late.



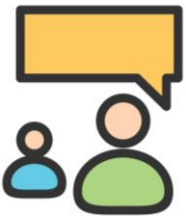
PUT YOURSELF ON MUTE

If you're not talking during the meeting, it is helpful to mute yourself so that any noise you make isn't distracting for others.



YOUR BACKGROUND

Setting fun and colourful backgrounds might look good but think about who you will be attending the online meeting with. Is it appropriate?



ONE PERSON TALKING AT A TIME

You should try to avoid talking over or interrupting the person speaking. If you have a question or a comment to make, you can use the 'raise a hand' function and you will then be told when it is a suitable time to talk.



TRY NOT TO GET DISTRACTED

Try to pay attention to the conversation and avoid doing other tasks whilst in an online meeting. Turn off any background noise such as the TV or radio.



IS YOUR CAMERA ON?

Remember if your camera is on, everyone in the meeting will be able to see you and everything you're doing.