



## **Video Meeting Best Practices**

1. Plug in to the network with ethernet cable if possible.
2. Be as close to your Wi-Fi router as possible if you are not plugged into the network.
3. Check your internet speeds with provider and test to confirm ([www.speedtest.net](http://www.speedtest.net)).

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## **Video Meeting Etiquette: 7 Tips to Ensure a Great Attendee Experience**

1. Make sure to introduce everyone at the beginning.
2. Ensure that you have a clean, work-appropriate background.
  - a. Zoom offers pre-loaded backgrounds, or you can upload one.
3. Look into the camera when talking instead of looking at yourself.
4. Eliminate distractions and focus on the agenda.
5. Be aware of your audio and video settings.
6. Only invite meeting participants who need to be there.
7. If you are the host, stick around.

<https://blog.zoom.us/video-meeting-etiquette-tips/>

## **Video Etiquette Experience**

### **Before Your Meeting:**

1. Dress to impress.
2. Control video and audio quality.
3. Adjust your lighting.
4. Practice speaking to the camera and not the screen.
5. Adjust your camera for optimum positioning.
6. Try to limit distractions as best as possible.

### **During Your Meeting:**

1. Mute your microphone when not talking (remember to turn it back on when you need to!).
2. Use Zoom's chat function.
3. Think about your actions on camera.

<https://blog.zoom.us/video-conference-etiquette/>

