

Videoconference Best Practices

Do be courteous to other participants. Be punctual and introduce yourself before speaking so that everyone knows who is talking and can address you by name. Take note of the other speakers so that you can also address them by name.

Know how to mute and unmute yourself. Background noise from multiple participants on a video conference can be very frustrating and even grind the meeting to a halt. If you are not speaking, keep yourself on mute. You never know when your wife, kids, or dog is going to come see you during your meeting and not know that you are not muted.

Do speak clearly. Log in early enough for an audio check. It can usually be done in the meeting client before the virtual meeting begins and will ensure that everyone can hear you. If you have a presentation, know your material - uncertainty will cause you to mumble. Speak naturally but slowly and enunciate each word.

Don't shout. Avoid yelling. If someone can't hear you, then adjust the level on the microphone and make sure it's not covered and you are speaking directly into it. Yelling will cause viewers to turn down their volume and potentially miss what you have to say. Ensure that you know how to operate your microphone and speakers before the meeting.

Do keep body movements minimal. If you are someone that talks with your hands, practice keeping them put. Hand movements can distract your audience. Also, keep head movements to a minimum as well as jerky movements forward or back.

Don't interrupt other speakers. Wait for an opening in the conversation before putting in your two cents. Cutting other speakers off is rude. Another option is posting pending questions by the chat function so that every comment is addressed.

Do maintain eye contact by looking into the camera keep your focus on the camera. The worst thing is having your audience look at the top of your head because you're typing or looking down at notes or if your camera is positioned low and the audience is looking up your nose.

Put the light in front of you. When considering lighting in the room where you are taking the meeting, it is best to put the light in front of you. If you are lit from behind your camera will struggle to display much more of you than a silhouette.

Do dress appropriately. Striped shirts or shirts with intricate patterns do not transmit well on camera, because they are visually distracting. Go for light solid colors.

Do be yourself and have fun! Relax and have a good time. It's easy to tune out in a face-to-face meeting, so imagine how easy it is in a virtual one.