

VIDEO CONFERENCING *etiquette*

1 lighting

MAKE SURE YOU HAVE GOOD LIGHTING SO PEOPLE CAN SEE YOU!

·**DO** USE LAMPS OR WINDOW TO LIGHT YOUR SETTING

·**DO NOT** HAVE LIGHTING BEHIND YOU- THIS WILL CAUSE YOU TO BE A DARK FIGURE



2 sound

SPEAK CLEAR AND NOT SUPER QUIET!

·**DO** USE A SNOWBALL MIC, AIRPODS, HEADSET, HEADPHONES WITH MIC, ETC FOR A CLEAR SOUND

·**DO NOT** STICK THE MIC SO CLOSE TO YOUR MOUTH THAT THE SOUND BECOMES FUZZY



3 angle

PLEASE CHECK YOUR ANGLE, NO ONE WANTS TO SEE UP YOUR NOSE!

·**DO** USE TRIPODS, BOOKS, STANDS, ETC TO SHOW YOUR WHOLE FACE AND SHOULDERS

·**DO NOT** SHOW UP YOUR NOSE, JUST YOUR FOREHEAD, OR A RANDOM SPOT ON YOUR WALL



4 chatting

USE HAND SIGNALS, RAISE YOUR HAND, AND BE RESPECTFUL

·**DO** MUTE YOUR MIC UNLESS YOU ARE TALKING, RAISE YOUR HAND TO ASK A QUESTION, OR USE THE CHAT FEATURE

·**DO NOT** INTERRUPT TEACHER OR CLASSMATES, SPAM THE CHAT, OR USE STRONG LANGUAGE

