

Online Meetings 101



Position yourself and your camera so your face is within full view - try to make eye contact with the camera when talking.



Join the meeting at least five minutes early, to allow for any technical issues to be ironed out.



If you can, use a headset to minimise distractions for you and to avoid background noise on the call.



Mute yourself when you are not speaking.



Try not to talk over each other – pause to allow time for the slight time-lag that will occur.



Stay engaged in the online meeting, just as you would in person.