

Virtual Meeting Etiquette

Below are a few guidelines to ensure that our meetings are successful. Please make sure that you are following them. We look forward to seeing you!

Before you join:

- Minimize Distractions- This includes distractions for you and for other students. Join from a place where you can focus. Avoid doing anything that might keep others from focusing on the meeting.
- Eliminate background noise.
- Close out all other apps and windows.
- If you are going to change your virtual background, have an image ready to choose in your Google Drive.
- Mute your microphone and turn off your camera

During the Meet:

- Speak clearly.
- Mute your microphone when you're not speaking.
- Raise your hand if you want to contribute to the discussion.
- You can also click on the "chat" feature at the bottom and share there.