Video Conferencing Etiquette

Many of us are not quite used to video conferencing. We don't know how to act, where to look, what to wear, and so forth. Practice netiquette just as you would in a face-to-face meeting.

Dress appropriately.

It's easy to give in to the temptation to wear what you want because you're in a remote learning setting. However, your classmates and instructors expect you to have a professional appearance. Dress for your video conference the way you would for an in-person class.

Control video and audio quality.

Check the quality of your webcam, speakers, and microphone. Try to join meetings in a quiet, indoor location. Be in a place where people, pets, etc. are not mingling around. Turn off your television, music, and cell phone.

Adjust your lighting.

Don't sit directly in front or beside a bright light source, or else all everyone sees is a bright light and a shadowy figure. Experiment with moving lamps and your camera until you can see your brightly lit face on the screen.

Think about your background.

Try to provide a nice, plain background. Your dirty dishes, you lying in bed in your pajamas, or inappropriate wall art, are not an appropriate visual for your audience. Remember to follow the same policies that your instructor put into place during your face-to-face classes (avoid eating, having conversations with others in the room, using your cell phone, or "walking out" of the session).

Practice speaking to the camera and not the screen.

Our tendency is to look at the person on the screen, but you should look at the camera when you speak so other participants feel like you're talking directly to them.

Mute your microphone when necessary.

You should have the mute button on at all times except when you are talking to the professor and/or class. Breathing, slight movements, unexpected background noise can be a distraction to others.

Think about your actions on camera.

Always remember that everyone can see you. Someone is watching as you take a big, wide-mouth yawn, walk to the bathroom (**do not take your phone or computer to the bathroom**!), stretch, or wander around the room. These exaggerated movements are distracting to the other participants, unprofessional, and can be disruptive to the speaker.