

## Online Meeting Etiquette – Student

Follow these Meeting Etiquette tips to make your Online video meetings / class more productive and enjoyable for all participants.

### A. PREPARE FOR THE MEETING

- **Join early – up to 5 minutes** before the meeting start time. This allows you to make sure everything is working and gives time to make any adjustments. Check the meeting invitation link / code in advance.
- Be presentable, come prepared to engage in learning. Keep your learning materials ready.
- Avoid sitting with your back to a window or bright light source. This causes a silhouette appearance where others cannot see you or determine your identity. Find a quiet space without interruptions / background noise. Have a plain background – avoid backlight from bright windows. Have good lighting on your face so you can be seen clearly.
- Use a headset with mic if possible. This provides the optimal audio experience for both you and meeting attendees.
- Most importantly be attired properly in formals

### B. JOINING A MEETING

- **KEEP YOUR MIC MUTED.** Most important: Keep your mic muted unless you need to speak or are presenting.
- **Have your video ON** unless you are instructed or experiencing connection or bandwidth issues. Don't walk around with your camera on (mobile device). Adjust your camera to be at around eye level if possible – especially take note of the angle of your laptop screen if using the built-in camera. Minimize body movements and stay engaged in the meeting.
- Limit distractions. Limit side conversations and multitasking. Try to avoid doing other tasks, checking emails, looking at your phone, closing or minimizing running apps, etc.
- Raise hands feature in Teams allows you to speak by toggling the hand icon in the meeting control bar, making it easier for the organiser to un mute. Try to avoid talking over / at the same time as other participants.
- Be clear, concise. Speak in a concise and clear manner and tone so that everyone can hear what you are saying.

- When you ask a question or request information, allow time for slightly delayed responses because the system may experience slight transmission delays.
- Participate, take notes, ask questions

### **C. POST MEETING**

- Use chat window. Consider asking your questions and doubts in the chat window
- Provide feedback on your evaluation regarding the teaching and content.
- Take appropriate steps for the next meeting if faced with any Connectivity / Network issues during the meeting.
- Do NOT share a link of online meetings on unrestricted social media posts or platforms.
- Do NOT carry out any online activity which is against the University Policy.

#### **NOTE: -**

**Organizer has got the rights to Cancel / End the meeting if proper Etiquette is not followed.**

### **SCREEN BRIGHTNESS ADJUSTMENT**

While using a Computer/Smartphone it is better to match the brightness with the ambient around you in such way that the image displayed looks " Natural". Neither too bright nor too low is appropriate for your eyes. You can use the following f.lux URL to adjust your screen settings.

<https://justgetflux.com/news/pages/v4/welcome/>