

## Tips for Virtual Meeting Attendees

### Audio

- **Mute your microphone:** To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking.
- **Be mindful of background noise:** When your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers.

### Video

- **Position your camera properly:** If you choose to use a web camera, be sure it is in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants.

### Personal Conduct

- **Limit distractions:** You can make it easier to focus on the meeting by turning off notifications, closing or minimizing running apps, and muting your smartphone.
- **Avoid multi-tasking:** You will retain the discussion better if you refrain from replying to emails or text messages during the meeting and wait to work on that PowerPoint presentation until after the meeting ends.
- **Prepare materials in advance:** If you will be sharing content during the meeting, make sure you have the files and/or links ready to go before the meeting begins.

