

WEBIQUETTE TIPS & TRICKS



GET THE MOST FROM YOUR VIRTUAL MEETINGS.

- We love seeing you. **Keep your camera on.** You look amazing!
- **Test the technology** beforehand or contact a tech ninja.
- **Frame the camera** as if Kim from Accent Photography is taking your Bellin headshot. Now strike a pose!
- It is okay to be a “Chatty Kathy” in the chat and remember to **respond to “everyone.”**
- We cannot wait to hear your ideas; however, **please keep yourself muted** when not speaking.
- **Wear work-appropriate clothing.** Stick with business on top and the party can still be on the bottom.
- We want to hear your ideas. **Please speak clearly.**
- **Look into the camera.** Eye contact still counts even through the lens of technology.
- **Think about your background,** even if you want to show off your taxidermy skills.
- **Have good lighting in the room.** “*Let there be light.*” Try to face the light as windows behind you give you a cameo look.
- If applicable, identify a **leader of the chat** to inform the room of hot topics.
- **Unmute when introducing yourself** and avoid the award-winning phrase, “you are on mute” when it is your turn to talk.
- **Locate the mute button** to avoid the ECHO...ECHO...ECHO...ECHO...
- When hosting an event, hold a dress rehearsal, **practice the session with full capabilities** (i.e., videos), and then, break a leg.
- When sharing content, **zoom in** so not everyone needs readers.
- **Create interesting/fun opportunities** as a presenter to get chat engagement because life is too short not to have some fun. Try using **chatterfall** (*pose the question and then, do a countdown to have everyone hit the enter button at the same time*), **icebreakers, polls, prizes,** and/or **confetti** (*remember, cleanup is up to you!*).

Watch bit.ly/2RKtBC3 for “Webiquette Top 10 List” featuring Randy Van Straten and the Bellin Health Business & Community Health team.

AVOID THESE PITFALLS:

- Avoid being “**fashionably late.**” It is not trendy.
- Avoid being the loud talker. **Use your inside voice.**
- Be polite. **Avoid interrupting others.** This is not Family Feud.
- **Avoid drastic movements** and save your moves for the dance floor.
- Remember, **mindfulness over multi-tasking.** We can see when you look down to text.
- Save grooming and **personal hygiene for later.** You can brush your cat after work.
- **Avoid eating** during meetings unless you have a virtual lunch date.