

# Virtual Etiquette

The New “Virtual World” also means we need to address and adapt our behaviors to best fit the online world. These are a few basic virtual etiquette tips we should all be aware of and follow.

 <p><b>Join Early</b> This allows you time to make sure your internet connection is working and time to test your microphone and camera are working properly.</p>	 <p><b>Speak Clearly</b> Make sure you are speaking loud enough and clear enough for others to understand. Speaking a little slower than you would in person may also help since there is sometimes a delay in audio.</p>
 <p><b>Your Name</b> When logging into a virtual meeting/interview make sure to use your Real/Actual first and last name. Also when entering use your voice or the chat box/function to announce your presence and formally introduce yourself.</p>	 <p><b>“Dress for Success”</b> Even though you are not in person it is important to dress as if you were in person. You still want to be taken seriously in the “virtual world,” especially in a virtual interview.</p>
 <p><b>Find a Quiet Spot/Area</b> Be aware of your surroundings. Try to find a quiet area to set up area where you will be sitting during the virtual meeting/interview. Also try to find an area where your background will not be too distracting or “busy.”</p>	 <p><b>Avoid Distractions</b> As much as possible, try to avoid distractions. For example, turn off your cell phone or put it on mute. Also let others, who may be a distraction to you know that you have a virtual meeting/interview before hand.</p>
 <p><b>Turn Camera On</b> Always have camera on. The goal/idea is to make virtual meetings/interviews as “normal” as possible, and as if it were in person.</p>	 <p><b>Raise Your Hand</b> When in a group virtual meeting and there is a presenter or many people talking, make sure to raise your hand physically or use the “Raise Hand” feature (Example: in ZOOM this is found in the reactions feature).</p>
 <p><b>Put Self on Mute</b> At entrance put self on mute. When not talking/sharing put self on mute. Remember to unmute self when talking/sharing. Also remember not to talk over others.</p>	 <p><b>Use Headphones/Earphones</b> As much as possible try to use headsets/earphones. Especially if you will be in a space where there is a lot of other distracting noises. <i>*need to make sure there is a mic on headset/earphone too.</i></p>
 <p><b>Do Not Share/Send Link to others</b> Sharing virtual meeting/interview links or codes are something to AVOID. You don’t want to risk others who are not supposed to be there to “crash” your virtual meeting/interview.</p>	 <p><b>Be Respectful and Patient</b> Being in a virtual meeting/interview is “new” to many people, and the internet &amp; technology is not perfect, so remember to be respectful and patient if someone’s audio or video freezes. This also means allowing people a few seconds to answer or respond.</p>

In addition, to help us with learning and getting us better engaged with entering the New “Virtual World,” the best thing we can do for ourselves in PRACTICE. As we all know, or at least have heard, “Practice makes perfect,” and in this case practice we allow us to be more prepared for participating in virtual meetings/interviews.

Here are some links to help learn and practice using ZOOM, which is only one virtual platform:

- <https://support.zoom.us/hc/en-us>
- <https://www.zoom.us/test>