

Virtual Meeting Etiquette

- **Leave the keyboard alone. ...**
- **Dress appropriately** - Take a few minutes to throw on a clean shirt (Legion Polo) and brush your hair. The best part of actually getting ready while working remotely is that you'll put yourself in the right headspace to be productive.
- **Be aware of your surroundings**- Adjust your work setup so that you face a window or are exposed to plenty of light. And make sure your background is professional and work appropriate! This means:
 - No beds (unmade or made) in the background
 - No messy rooms or open closets where everyone can see your clutter
 - No NSFW (Not Safe For Work) artwork

While kids and pets are adorable (and a much-needed distraction when you're feeling overwhelmed), your coworkers won't love having to talk over a screaming child or barking dog. So, be mindful of noise and...

- **Mute your microphone when you're not talking- You will see a microphone icon that you can click on to mute and unmute. The smallest noise will override the screen.**
- **When your turn to talk, announce your name and title and Speak up.**
- **No food allowed.**
- **Stay seated and stay present.**