

# The ultimate guide for online meeting etiquette

“Seriously, is that a Lawnmower?”  
A guide on how best to do meetings from home.



1.

## The Golden Rule: Treat your online meeting like a regular meeting

- ✓ **Arrange your day so that you can be present during the meeting.**  
The fact that it is an online meeting does not make it okay to do the groceries while attending the meeting.
- ✓ **Get comfortable in a chair at a desk.**  
Have your coffee or water handy. Are you able to take notes?
- ✓ **Use a device that makes it easy to see slides or other content.**  
If you're not set up well, you could hold up the meeting by asking for data that is visible to all but you. A tablet or PC is usually good for viewing slides, but a smartphone isn't always.

2.

## Avoid Background Noise

- ✓ **Set up for the call in a suitable meeting-like environment.**  
If a regular meeting cannot happen there, don't do an online meeting there.
- ✓ **Mute yourself if there is noise.**  
A speaker can feel alone when others are too silent. Most attendees are unlikely to unmute themselves to offer a quick "okay." Yet this would be an expected part of a real-life conversation.
- ✓ **Arrange for the kids to be as occupied as possible.**  
It is always cute to hear a little baby gurgling into the microphone. It may even be a welcome relief in a serious meeting.

### 3. Arrange a Good Internet Connection

- ✓ Set up to avoid the "poor bandwidth" situation.

If you are driving and are on your cellphone, your fellow meeting attendees will struggle to hear you. Why didn't you bother to arrange your day better?

Had this been a regular meeting, would you be driving through a rainforest? If you delay a twelve-person call by ten minutes, you are squandering two expensive hours. Imagine if you had to pay for that.



### 4. Use a good headset

- ✓ Avoid a headset that winds up under your nostrils making you sound like Darth Vader.

### 5. Speak

- ✓ If your software and bandwidth permit, always use video.

This is the closest approximation to a real-life meeting. Visual elements enhance communication. Attendees will see your agreement before they hear it. This speeds things up.

- ✓ If your attire is not appropriate for camera, get changed.

If a camera makes you uncomfortable, remember that people see you in real-life anyway.

- ✓ In the absence of visual perception, the only evidence of your presence is your voice.

For these meetings to work, you have to speak. Not speaking is like arriving at a regular meeting and hiding under the table. You are there but you don't want anyone to notice.