

# Videoconferencing *Etiquette* for students



1. Sit or stand still, keep your hands in your lap. Constant moving may cause the speaker to be distracted.
2. Understand how sensitive the microphones are. Paper shuffling, whispers, coughing, etc. may be disruptive to those participating in the videoconference.
3. Look at and talk to the remote camera.
4. Speak loudly and clearly (directly) into the microphone.
5. Remember that others will be able to see you during the videoconferencing program, so please be aware of your behavior during the videoconference.
6. Be aware that you are also the audience –everyone will see your actions and behaviors.
7. Keep mics muted unless you are speaking.
8. Do not touch the Videoconferencing equipment
8. HAVE FUN!!!

