

# Video Conferencing Etiquette

The most important thing to remember is:

***Someone is looking at you!!***

Do's and Don'ts:

- DO speak naturally and clearly
- DO engage others
- DO mute your microphone when not in use
- DO silence cell phones, watch alarms, pagers
- DO identify yourself
- DO wait for person to finish talking
- DO maintain eye contact with camera
  
- DO NOT tap fingers, pens
- DO NOT rustle papers
- DO NOT cover the microphone
- DO NOT make broad, wild gestures
- DO NOT engage in side conversations