



Video Conferencing Etiquette and Working from Home (WFH) Tips

While we hope to be meeting in person again, sooner rather than later, no one really knows when that will be. For many of us **video conferencing has become the default** for both internal and external meetings. Either way, **good manners should still be the order of the day**. If you were in the office, would you show up in your bathrobe? I hope the answer is No! Here are a few “rules of the road” that are universal minimum expectations.

Video Conferencing Tips:

- Attire – **business casual** at the very least. No pajamas, no bathrobes, no gym clothes.
- Comb your hair and **look professional**.
- **No eating during the meeting**. Not unless it’s planned and everyone else is eating. Eating on camera and while your audio is on is exceedingly unattractive. If you must eat, stop video sharing and mute your audio.
- **Mute your own audio** when you are not speaking to minimize background noise. And pay attention to turning your audio back on when you want to speak.
- **Make it easy to be seen**. If possible, have the light in front of you so your face is lit. When the light is behind you, it will be harder to see your face. An overhead light will help. Natural light is best.
- **Clean background**. Try to make sure your surroundings are not cluttered or look messy. It may be challenging while everyone is on top of each other at home – but do your best. You want the people you’re in the meeting with to focus on you, not be distracted with what’s behind you.

WFH Tips:

- **Focus on your output** – the volume, quality and timeliness. This will help your supervisor trust that you can accomplish what needs to be done with high quality and meet your deadlines.
- Make sure your electronic **office calendar is up to date** daily. Colleagues may be officially checking in more often via phone, facetime or Microsoft teams. Let them know when you’re available.
- **Check your email and voice mail often** and be sure to respond within 24 hours. If it will take longer to prepare the correct response, send a short message that you got the email and let the sender the time/date you will respond by.
- Keep solid workday habits. **Keep your regular routine** – get up, shower and get dressed for work. Take lunch away from your computer. Stand up and walk around. Get a little movement in your day.

These are challenging times. We don’t know how our colleagues are managing the stress they may have.

Extend a bit of grace and kindness – always and to everyone.