

Tips for Effective Online Meetings

Online meetings are going to be a bigger part of our professional work. Below are some simple tips and tricks that might be helpful to make your meetings and professional conversations go smoother.

Location:

- **Find a quiet space to join your meeting.** Pick a space in your home that doesn't have distracting background images and doesn't have ambient noise.
- **Check your lighting.** Lighting from behind will often create shadows that obscure facial expressions. The best lighting will come from in front.

Hardware:

- **Find a pair of headphones or earbuds.** Sometimes the built-in audio and microphone will create feedback during a call.

Software:

- **Mute your microphone when you're not talking.** If you're just listening to the conversation, it will eliminate a lot of background noise if you can mute your microphone when you're just listening to the conversation. Background noises will trigger the focus of the conversation on you and create distractions for others.
- **Turn off video if your connection is lagging.** Video is a great way to get a real feel for what others are thinking as it will capture facial expressions and make the meeting feel more realistic. However, you might want to turn off your camera to improve your Internet connection speed.



- **Meeting organizers have more control.** Meeting organizers can mute and unmute individual participants if needed.
- **Turn on captions if you can't hear very well.**



- **Use the chat function for sidebar conversations.** If you need to have a conversation or ask a question to a specific attendee, use the chat icon to message the group. Use the @ symbol before a person's name to direct a message to an individual attendee.

