Simple rules of etiquette when attending a web conference

Stay seated and stay present

It may be tempting to check your inbox or carry on a side conversation during a dull moment in a meeting, but don't do it! You might miss out on key information or an opportunity to give input. If you're using your webcam, use attentive body language: sit up straight, don't make big extraneous movements, and don't let your eyes wander too much.

Leave the keyboard alone

Whether you're diligently taking notes or sneakily chatting with your bestie, the sound of your typing is distracting. It's not only distracting everyone else in the meeting (because your laptop's/devices internal microphone is inches away from your keyboard), it's also preventing you from devoting your full attention to the meeting. So, either use a headset or pick up your notebook and pen to take meeting notes.

Mute your microphone when you're not talking

There's nothing more frustrating than hearing that alien echo noise from conflicting microphones.

If you're working in an open-office layout, a noisy cafe, or anywhere that has a lot of background noise, make sure to keep your microphone muted when you're not speaking so it gives other participants the ability to chime in and share their thoughts without distraction.

Speak up

First of all, when you enter a small meeting (around two to five people) announce yourself when you join. It's awkward to hear the someone-just-joined ding followed by silence. When you hop on the meeting, introduce yourself and say hi – just make sure not to interrupt someone mid-sentence.

Please note: the organizer can turn off the 'ding' in the settings

Secondly, don't be afraid to speak loudly during a virtual meeting. Your team will appreciate being able to hear you without having to strain their ears.

Dress appropriately

One of the magical things about working remotely is the freedom to wear anything to work. It's the dream. However, when you are in a virtual meeting and sharing your webcam, your coparticipants will be less than thrilled to see your lazy clothes and bed head.

Be aware of your surroundings

Your coparticipants won't be able to hear your ideas or take you seriously when there is a pile of dirty clothes in the corner behind you. You also want to avoid looking like you work from a cave because of bad lighting.

Adjust your set up so that you face a window or are exposed to plenty of light. And make sure your background is appropriate.

No food allowed

Make sure to eat a snack before your virtual meeting. No one wants to see you stuff your face with chips while discussing important matters. It's distracting and you won't be able to focus on the task at hand because you have to worry about dropping crumbs all over your keyboard.