BLISS·McKNIGHT®

PHR Practical HR Resources

BEST PRACTICES
FOR ONLINE MEETINGS

DO	DON'T
✓ Keep language, appearance, and tone civil and professional	⊗ Assume your microphone and camera are off
✓ Be on time, prepared, and ready to participate	⊗ Overbook your meeting times
✓ Stay seated	⊗ Eat while on audio or camera
✓ Use a solid backdrop when using video, like a wall or bookcase	⊗ Point your camera toward a door, hall, bathroom or common room
✓ Mute your audio, if you are not speaking	⊗ Meet in a shared bedroom
✓ Let co-inhabitants know when you are meeting	⊗ Move, pace, or walkaround while on camera
✓ Safeguard all meeting passwords and codes	⊗ Station yourself near a window or a door
✓ Close images, tabs, and screens, if you share your screen	⊗ Have pets or other distractions in the room
✓ Follow workplace policies and procedures	⊗ Share your meeting credentials with others outside of work
✓ Shut off your microphone and camera when done	⊗ Forget you are representing your organization and mission

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