

Virtual Meeting Tips



As more events and training are conducted online, many of us are becoming more familiar with how to improve the online experience. Here are tips to help you get the most out of an online event:

- **Download the program in advance:** whether it is Zoom, WebEx, GoToMeetings or some other program, downloading these programs prior to the event will help you access the program.
- **View online tutorials.** You can find them on the various platform websites or on YouTube.
- Make sure your **microphone is muted.** Background noise is a top distraction of online events.
- **Be flexible when it comes to your video.** Some programs it will be OK to turn off your camera, others may need you to leave it on. Be prepared for either option, based on the program you are participating in.
- **Log in a few minutes before the program begins.** This makes sure you can view the event and adjust any computer settings that you may need to change.
- In Zoom, and other programs, you can **raise your hand to ask questions or ask a question in the chat feature.** Moderators will look for those and make sure your questions get addressed.