

# *Virtual Meetings...*

Follow the tips below to ensure you are able to access and participate in your virtual meeting or training session...

## *Prepare...*

- Read and reply to the meeting notices
- Download and install software (if needed)
- Test speakers, headphones, and microphones prior to the meeting
- Arrive to the meeting early
- Familiarize yourself with the meeting tools (video, audio, chat, interaction)
- Mute your phone if not speaking
- Ensure that others will NOT hear music if you put the line on hold

## *Participate...*

- Identify yourself (via voice or chat)
- Avoid multitasking
- Speak clearly
- Be polite
- Use the meeting tools as directed by the facilitator

