

Online appointments - do's and don'ts

Do

- Test your microphone and camera before you video call.
- Make sure your room is well lit.
- Mute your microphone whenever you're not speaking.
- Remember to unmute when you want to speak (you can temporarily unmute by holding your space bar down)
- Make sure you have any papers you need to hand.
- Think about your own comfort, have a glass of water/hot drink nearby ... and a tissue.
- Remember you're on camera (please dress appropriately!)
- When you're talking, look into the camera instead of looking at yourself talking on the computer screen.
- If you need to excuse yourself/leave the meeting from time to time, please let the others know so that they aren't concerned that you've lost the link.
- Turn off your camera when you finally leave the meeting

Please don't

- Record the meeting
- Have anyone with you, or be sat where you can be overheard
- Have your phone on, answer calls or the door
- Ignore new participants entering the call, say hello
- Check or read emails or do other things while on the video call.
- Position your camera too low, too high or hooked onto a different monitor.