PHONE MEETING GOOD PRACTICES :

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| **1** | Before your meeting, restart your phone or device. This often helps to make your meeting a better experience. |
| **2** | Get to the meeting early so you connect with people before and make sure your audio, video and mic is working correctly. |
| **3** | Try to mute your phone or be in more quite space. Public places can get distracting with surrounding noise and people walking around.  |
| **4** | If you are on your cell phone, set your phones to Do Not Disturb so other calls or notices don’t interrupt your meeting time. |
| **5** | Try not to walk around with your video on or audio on, it’s extremely distracting.  |
| **6** | Try to always be someplace with good wifi or cell data signal and try not to move around too much so you keep your connections strong. |
| **7** | Remember if your Video or Audio is on, we all see & hear you. Treat going to the bathroom, making food/coffee, talking to others, changing clothes or whatever else you might want to do with consideration for your privacy.  |
| **8** | The video of yourself is not a mirror. Cleaning fingernails, eating food, checking your good looks should be done in a mirror not a video feed you share with everyone else. |
| **9** | Try not to have 2 people on the meeting too close to each other. The sound & audio can get very distorted & echo. Be well separated or in different rooms.  |
| **10** | Consider your background too. We’ve all seen background video fumbles. Be aware of your surroundings. |
| **11** | Put some acceptable functional clothing on, we all see you. Even if you're hot and you know it.  |
| **12** | Post TEXT details of your meetings so people can copy & paste the details. Super helpful.  |
| **13** | While it is temping to do a million things while we are are muted or video is off, try not to distract yourself unless needed, stay connected to meeting so you and everyone else gets the most out of the experience.  |