

Virtual Etiquette List

With this pandemic, we are now temporarily living in a world where we are mainly communicating through virtual and technological means. Many people have done this very rarely or never at all. It is something that we can all need to adapt to in order to stay in contact with others in our lives. The most important thing to remember is that having a virtual conversation is still much like having a real conversation but is harder to keep from being distracted. Below are some tips to help stay present and polite during one of these interactions.

- Set up your laptop or device in a secure environment that is free from as many distractions as possible. A table in an office area or a place where you would normally do work from is the most helpful.
- Be aware of your surroundings. When you turn your camera and microphone on, you are inviting everyone in the event into your home and life.
- Immediately mute yourself when entering a room until your group is ready to begin or it is necessary for you to contribute. This keeps secondary noise from disrupting the person who is speaking.
- Make sure that you and those around you are dressing and acting appropriately. Most events that you attend are with other people you may not know. It is still possible to feel uncomfortable in a situation that is virtual if everyone is not acting appropriately.
- Utilize buttons and options in your chat, such as the “raise hand” function, to make sure everyone is getting to speak their piece and not talking over one another.
- Be aware that the host is typically in control of the meeting and defer to them if there is an issue.
- Remember the same rules you would apply to yourself in a face-to-face meeting with someone. For example, you would not chat on the phone with someone else if you were having a conversation in person too.