

# FIVE TIPS

## FOR PRODUCTIVE VIRTUAL MEETINGS



As virtual meetings make their way into the norms of daily business interactions, it's important to follow certain guidelines to ensure you make the most of this focused time. By now, pretty much everyone in the business world has participated in calls managed through Zoom, Microsoft Teams, Amazon Chime, BlueJeans and the like. All have different technical options, but the basics of good communication and meeting interactions are consistent.



### TURN YOUR CAMERAS ON

Communications are more than just words. We read what people mean and how they are feeling through facial expressions and body language. If the meeting is meant to be an interactive discussion among participants, be sure your camera is on.



### USE THE CHAT FUNCTION TO ASK QUESTIONS DURING A PRESENTATION

When you have a question for a presenter, use the chat function to ask it. This prevents you from talking over the presenter or interrupting, but allows the presenter to see and address your question as it is relevant. Everyone on the call will see your question as well, which can prevent duplication.



### USE HEADPHONES OR EARBUDS TO TUNE OUT BACKGROUND NOISE

In an environment where there is background noise that could distract from your comments or make it difficult for people to hear, wear headphones or earbuds. This will help cut down on unwanted noise in the background. Also turn off notification alarms and mute your phone.



### IF YOUR INTERNET IS NOT WORKING WELL, USE YOUR COMPUTER FOR VIDEO AND PHONE FOR AUDIO

Your meeting invitation will offer you a link to attend the meeting by computer or a call-in number to attend by phone. If you click on the link, you can then connect your computer's audio in order to hear and be heard through your computer's speaker and microphone. If your internet is freezing or skipping, you can try turning off the computer audio, remain on the video, but call the number in the invitation to hear without interruption.



### MUTE WHEN YOU'RE NOT SPEAKING

If you're presenting or participating in a meeting using a platform you haven't used in the past, connect via your computer's audio and become familiar with the location of the mute and volume controls before the meeting begins. Mute your microphone when you aren't speaking to allow all participants to be heard and cut down on background noise or speaker feedback.

**RASOR**  
COMMUNICATORS, STRATEGISTS, CREATIVES.