

Working Remotely

Tips & Techniques for Everyone

1. Complete a system and web browser check at least 24-48 hours prior to the web conference. This allows time to make any necessary changes (with the help of the IT department, if necessary).

For troubleshooting help, review the following resources depending on which web conferencing tool you'll be using: [Zoom Help Center](#)

2. Participate from a location with a strong and stable internet connection. Particularly when presenting, any dropped connections from the web conferencing system can be very disruptive to a meeting. Close all other applications on the computer that are not necessary for the presentation. This will help the software operate more efficiently, and will help to conserve the individual network bandwidth.

3. Participate from a quiet location. To avoid disruption, post a note on your door, notify staff and/or family that you're in a web conference.

4. Be on-time. It can take a while to get logged in and setup for a web conference, so plan to arrive a little early (~5 minutes prior to the conference start time).

5. If using VoIP for audio, use a headset with a microphone. It provides better sound quality, and helps reduce background noise.

6. Mute your phone/microphone when not speaking. Every noise that is made, including paper shuffling, pencil tapping, typing, coughing, and chatting with others, will be heard by everyone else in the conference.

7. Engage in the web conference. Follow the expectations and etiquette established by the presenter. For example, the presenter may ask to be interrupted with questions or comments on audio at any time, raise hands, or post in the Chat.

8. Identify yourself by name when verbally asking a question or making a comment.