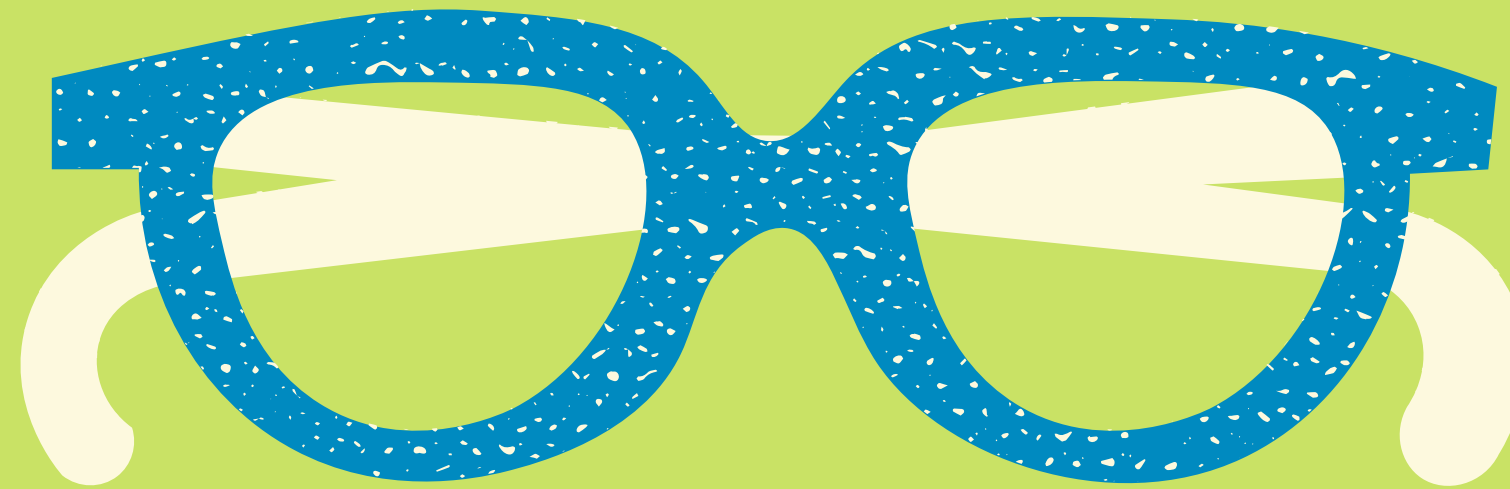# Online Meetings 101

Tips for the best experience

Read the attachments

Take time to review emails and attachments from staff about your meeting agenda. Plus, staff will be providing instructions and useful links for online meetings.

If you have trouble accessing the information ahead of time, be sure to tell your staff person - don't wait! They are happy to help.

Get properly dressed.

For video meetings, look professional and presentable.
Think of what you will wear if this was an in-office meeting.

Members of the public are able to attend and watch the meetings, as guests.

Prep your space.

Find yourself a quiet spot with good lighting and a neutral, clean background at home to attend your meeting.

Close the door to avoid being interrupted. While it's not completely frowned upon, it may distract your teammates.

Check your systems.

Is your online meeting loading well? Do you know what to do if you run into a technical problem during the meeting?

Make sure you have a computer, stable internet, and headphones handy. Join 15 minutes early to test your equipment with staff.

Announce your arrival.

If you're running late to the meeting, let your team know.

When you join, announce yourself so your team is aware you've made it.

# Mute your microphone when you're not actively speaking.

Any unwanted noise or echo can reduce the success of the online meeting. Umute your mic only when you are speaking, and state your name before your comment. You will get in the habit of muting your mic immediately after you speak.
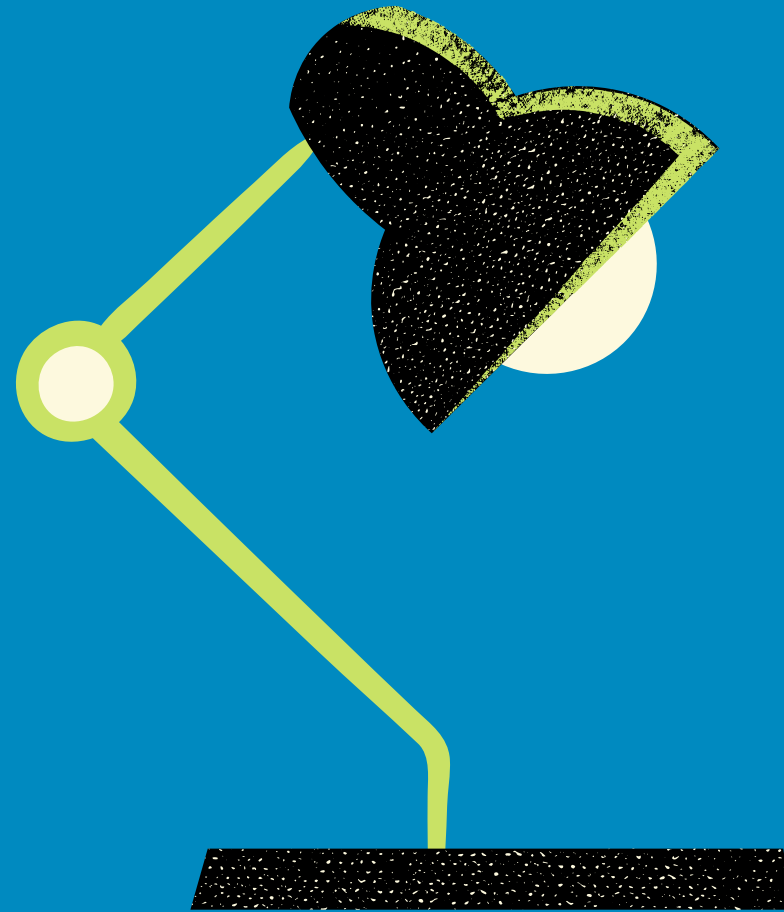
Give your full attention.

Be present throughout the meeting. This is especially important for voting, which is done by roll call for every item.

When using video, turn it on when you are speaking. Remember to talk to your webcam, not your screen - your team will feel like you are speaking to them.
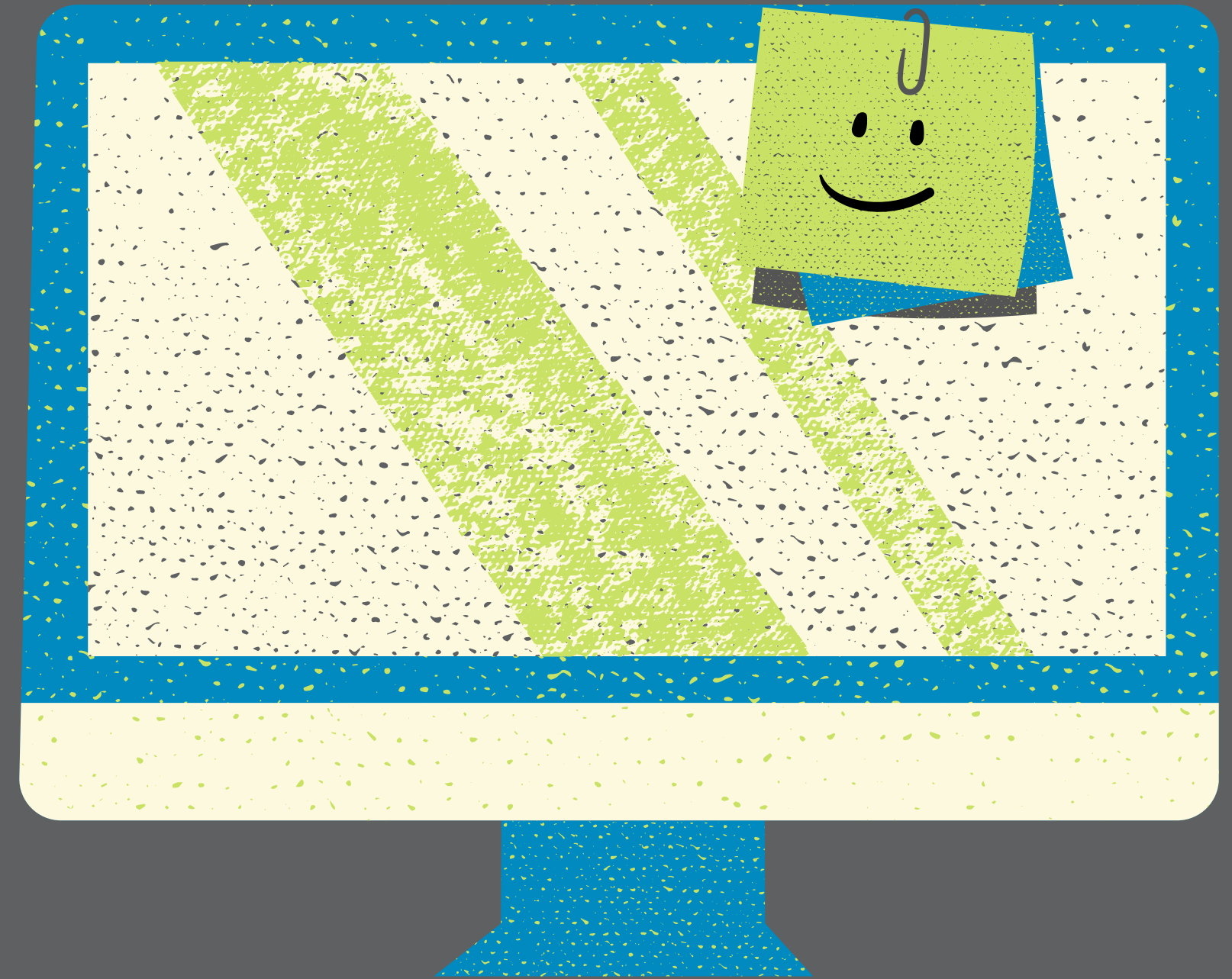
Take your time.

Going from face-to-face meetings to online meetings can be a big adjustment for the whole team, and it will feel confusing at first. That's okay - this is new, and we will get better with practice.