

# Online Etiquette

Now that many of us are spending more time than ever online it's a good time to think about your online etiquette, sometimes referred to as netiquette. Here are some simple netiquette tips to consider as you email and chat your way through physical distancing while trying to stay connected to your loved ones and community:

- **Be respectful.** Would you say it to someone's face? Don't forget that your words are reaching real people and it's important to keep their feelings and opinions in mind, even if they might differ from yours.
- **DON'T SHOUT.** Remember that if you type in all caps your message comes across as shouting and it's hard on the eyes.
- **Watch your tone.** Try to keep a positive tone and save your sarcasm for in person communication. It can be hard to decipher sarcasm online and you risk offending people.
- **Proofread.** Don't assume autocorrect got it right and read over your message before you post or hit send.
- **FYI.** Acronyms can be convenient but not if they're confusing people so don't go overboard. It can be overwhelming in our current world of COVID-19, SARS-CoV-2, etc, etc.
- **Fact Check.** Have you read something outrageous that you want to share with your online community? There's a lot of misinformation online so please fact check before you share. We all have a responsibility in our online communities to make sure that everyone is receiving and reading trusted information.

During our current COVID-19 situation please make sure to not share sensational or unsafe information. Use trusted information sources during this outbreak to keep everyone safe.

Trusted sources of COVID-19 information are:

- ✓ <https://sharedhealthmb.ca/covid19/>
- ✓ <https://www.gov.mb.ca/covid19/index.html>
- ✓ <https://www.ierha.ca/default.aspx?cid=23748&lang=1>



- **Video calling?** Working from home or using video calls to stay in touch with friends and family? Do you know how to mute your microphone or make sure your camera isn't looking up your nose? Here are some helpful tips, <https://blogs.otago.ac.nz/zoom/zoom-etiquette-attendee/>.
- **Are your kids taking part in school online?** We talk to our kids about safety online but their online manners are important too, especially now that they're taking part in remote education. Read more about the ABC's of Online School Etiquette here, <https://www.connectionsacademy.com/support/resources/article/the-abcs-of-virtual-classroom-etiquette>.