



THE BEACON

Top Good ONLINE MEETING Etiquette Tips

especially for Church Worship

Since we are all transitioning to online, here is a helpful list of a few points to maximize good online etiquette.

1. **Be sure to MUTE YOUR MIC** (lower-left corner of your screen) as soon as...
 - you sign on and
 - whenever you are *not* speaking.

This is important and perhaps the most critical tip on this list to avoid background noise and distractions for others.
2. **Please MUTE YOUR VIDEO** (also on the lower left of the screen) if you are
 - eating,
 - scratching,
 - leaving,
 - talking with someone else in the room,
 - multi-tasking (ie. Texting, playing games, etc) or
 - anything else that might be distracting to others.
3. **You might want to use a headset** with an external mic for best hearing and speaking capabilities.
4. **Sign on early** so if there are any problems we have time to help you before the meeting starts.
5. When you are speaking, **let others know that you are finished** by using a sign-off: "That's all." "I'm done." "Thank you."
6. **If you want to speak, physically raise your hand** or use the "raise hand" feature that is available at the bottom center of your screen.
7. You can **ask questions and make comments silently** using the "Chat" feature (also on the bottom and center of your screen). We have a Chat Room host who will assist you if you have needs.
8. **Be mindful of your lighting.** If you are sitting in front of a window, you may be completely darkened by the light coming through the window. Your overhead light also might need to be turned off or dimmed as well. Make sure your face can be seen.
9. **Be sure that there is nothing visually distracting** (e.g., cars or people going by) in the background too. Please **do not** use the VR backgrounds.
10. **Make sure your whole face is in the screen** and not just your forehead or pointed at the floor or ceiling. Be careful not to hold your device too close to your face. A good rule of thumb is that we should *at least* be able to see your shoulders.
11. **Do not forget that clothing is not optional!** Make an effort to get dressed when you join us. The general rule of thumb online is dress the way you would in person. When else do you have an excuse to get dressed?!

