STAYING CONNECTED

EMBRACE THE FACE

GATHERING ONLINE - TIPS FOR STUDENTS OF ALL AGES

Video conferencing is a great way to do work and stay connected to friends during the coronavirus (COVID-19) outbreak.

We have come up with a few guidelines to help make the experience positive and safe. Post this list next to your desk until it becomes a habit.

START YOUR COMPUTER EARLY
Start your device 10-15 minutes early to avoid frustrating tech issues and the possibility of missing content. Being timely is also a sign of respect.

PLUG IN YOUR CHARGER
Start your device 10-15 minutes early to avoid frustrating tech issues and the possibility of missing content. Being timely is also a sign of respect.

TURN OFF NOTIFICATIONS
Turn off notifications to stay focused. Remember that others can see you looking down or disinterested. Putting your phone away helps avoid distractions.

LOG IN TO THE MEETING EARLY
It won't hurt to take a moment to test your video and audio or to just rest. This also provides an opportunity to connect with others before the meeting starts.

FIND A GOOD ROOM
DO NOT DISTURB
Find the best place to have your meeting. Make sure that family or housemates know that you are in a meeting so that they do not disturb you.

MIND YOUR BACKGROUND
Backgrounds can be distracting. Check you surroundings or make your background neutral so that you are not giving away information by default.

DRESS APPROPRIATELY
Dressing sets the tone. It can also help you get into a routine. Remember that everyone can see what you are wearing and what you are doing.

MUTE YOUR MICROPHONE
Mute your mic when you are not talking. Even if you are quiet, any background noise or echoes from your computer can cause distracting noise for others.

MAKE SURE YOU EXIT COMPLETELY
EXIT
When you leave the meeting, make sure you don't forget to hang up and close the window. If you don't, they may see what you're doing without you knowing it!