

# Virtual Engagement

~ Tips for Success ~



## Technology



**Check your internet signal / internet connection.**  
Make sure you have a high-speed, reliable internet connection to ensure a seamless connection.

**Know which video conference platform will be used:**  
For example: BigBlueButton, Blackboard Collaborate, Blue Jeans, Cisco WebEx, GoToMeeting, Google Meet, join.me, Microsoft Team, Slack, Whereby (formerly Appear.in), or Zoom



**Log into your account ahead of time** so that you are comfortable with the settings.

**Check that you are logging in with your name.** If you must log in from someone else's account, be sure to rename yourself so that there is no confusion about your identity.



**Test your equipment** – mute button, speakers, microphone, etc.

**Make sure that you are disconnected when finished.** Leave the meeting and log out of the application.



## Etiquette / Behavior



**Do not use the camera as a mirror.** Turn the video off before you adjust clothing, comb your hair, or arrange your workspace.

**Dress professionally** including the parts you think won't be seen on camera (pants and shoes).



**Eliminate distractions.** Turn the TV and radio off, close the door to keep pets and children out, clear food and drinks from your workspace, reduce noise.

**Avoid multitasking.** Close all applications and web browser tabs that are not relevant to this meeting and silence your phone.



**Maintain good eye contact.** Look at the camera, particularly when speaking.

**Turn the camera off and mute yourself** if someone comes into the room or if you need to blow your nose, etc.



**Use the chat feature** to notify the meeting administrator if you need to leave the meeting early.

## General Tips



**Have a back-up plan** if your technology is not working the way that you need it to.

**Choose a neutral background or setting** that looks professional and is not distracting.



**Have a notepad and pen available** to take notes as needed.

# NOVAWORKS

JOB CENTER

NOVAworks is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY: 711 for CA Relay Service.