



# Etiquette Tips

## BIBLE STUDIES/WEBINARS/TRAINING/MEETINGS

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- **Equipment:** Check your video & audio prior to joining the meeting. Do a test meeting.
- **Lighting:** Use good lighting on your face, so people can see you. Avoid using lights or a window behind your head.
- **Angle:** Make sure your webcam is eye level or higher. Avoid lying down. Look at yourself on camera prior to joining the meeting.
- **Audio:** Mute your microphone unless you are speaking. Raise your hand to speak or un-mute. Be sure to re-mute yourself after you have finished speaking.
- **Discussion Time:** Avoid dominating, allow everyone the chance to share.
- **Be on Time:** So we can end on time; respect others including your teacher/leader.
- **Rename Yourself:** Click on the 3 dots in upper right side of your personal screen to rename your device. Also, click on the dots of your speakers screen to pin them to the top so they don't move around. (This will vary depending on device.)
- **Be Prepared:** Have your Bible, notes, pen, other resources that you might need ahead of time.
- **Video:** Stop your video if you need to eat, move around, leave the room, answer your phone, pet an animal, etc. Be sure your mute is on as well as a still photo. Movement is very distracting to others, especially your teacher.
- **Chat Icon:** Use it to share a message with everyone or an individual including prayers and praises, your contact information, questions, and/or resources you are suggesting.