GoToMeeting

10 Online Meeting Tips & Tricks

Host and attend online meetings like a pro with these do's and don'ts.
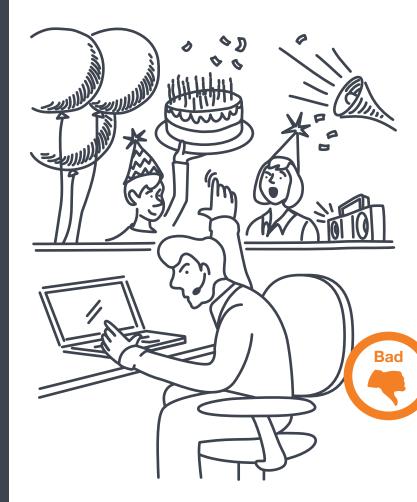
1

Get a room.

A lot of people freeze up when a camera focuses on them, but they sure release those inhibitions when they're in the background. It may not always be possible, but finding a quiet room to use during online meetings will keep the outside conversations and interference from your office's amateur comedians to a minimum.

2

Be aware of your background.

Your background is an important part of video conferencing — if viewers can't see anything behind you, you're probably sitting too close to your webcam. With that in mind, take care to keep your background presentable — a messy or work-inappropriate background can distract from the meeting and hurt your credibility.

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Good

Bad

3
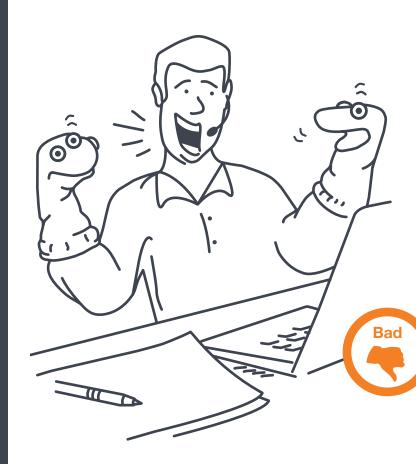
Clean up your desktop.

Good

When you're presenting, add your screen's desktop to the list of potential distractions. Instant messages, desktop notifications and work-inappropriate desktop images create diversions — potentially embarrassing diversions.

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BORING MEETING

UGH!

WORK IS LAME

CALL IN SICK

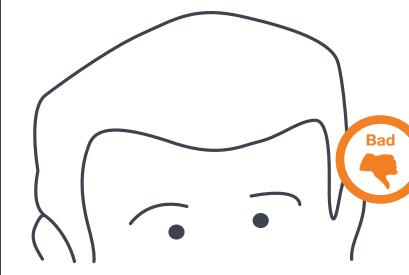**Bad**

4
Stay focused.

Ninety percent of communication is from non-verbal cues. So just because you're not in the same room as the other meeting attendees doesn't mean you can goof off. Pay attention and act like your webcam is always on — that way you'll look and sound invested in the conversation.

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5
Look into the camera.

Having a webcam isn't enough to improve communication — you also need to point it at your face, because people don't want to talk to your forehead. So take a look at your own webcam feed, make any necessary positioning adjustments and look into the camera when you speak.
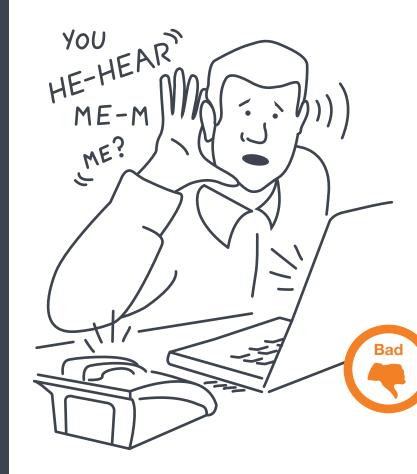
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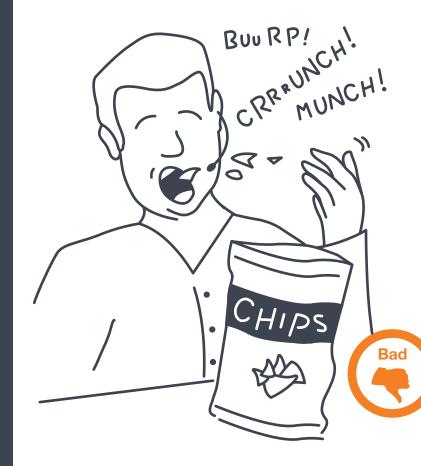
6
Use a headset.

Background noise and echo from bad equipment can really derail a meeting. But there's one sure-fire way to prevent it: Wear a headset. A headset ensures that the microphone and speakers never interact with each other and saves you the embarrassment of being asked to mute yourself.

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7

Use your mute button.

No one in the meeting expects you to starve, but they don't want to hear you eating either. They also don't want to hear you breathe, talk to people around you or mash on your keyboard. So when one of these situations arises, just hit the mute button and spare your fellow attendees.

Good

BUURP!
CRRRUNCH!
MUNCH!

CHIPS

Bad

8
Speak clearly.

It might seem obvious, but speaking slowly and enunciating are key to collaborating in any kind of meeting—especially an online one. When you speak too quickly, there's a good chance the rest of the meeting will tune you out. Or, worse yet, misunderstand you.

Good

" ITMIGHTSEEMOBVIOUSBUT SPEAKINGSLOWLYANDENU NCIAT INGAREKEYTOCOLLABORATINGINANYKIN DOFMEETINGESPECIALLYANONLINEONEWHENYOUM "

Bad

9

Use chat tool with caution.

Good

The Chat window is a great way to insert a point or interact with another attendee without interrupting everyone. It is not, however, a good place to gossip or tease the speaker. Just one finger slip and your "private" message could be seen by everyone— and then you look foolish.

> SCREEN SHARING
> ATTENDEE LIST (11 MAX 26)
> AUDIO
> WEBCAM
∨ CHAT

SENT TO ALL:

THIS MEETING IS SO BORING!!!

TYPE MESSAGE HERE

TO: (ORGANIZER(S)

MEETING ID # 758
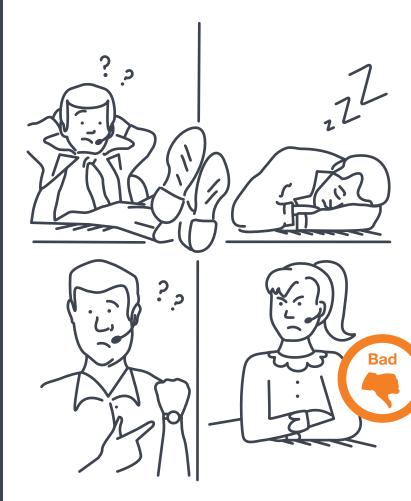
Bad

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Good

10

Start and end on time.

Don't be the guy or gal who makes people run late for their next meeting— or more importantly, lunch. Real talk: If whatever you have to say was really that important, you would have started on time or covered it already. Or scheduled a longer meeting.

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Bad

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