

# DIGITAL ETIQUETTE



## When working and using online digital communication tools remember these basics

- Be on time.
- Turn your camera on for your meetings. People like talking to a person, not a blank screen.
- If you do need to walk away from your desk, this is the time you can turn off your camera to not distract the others on the call.
- Mute your microphone if you aren't talking.
- Be courteous and respectful of your group.
- Actively listen to the speaker.
- Use respectful language, no profanities or offensive comments. Humour and sarcasm can be misunderstood.
- Familiarise yourself with the software controls.
- Minimise distractions around you.
- Keep your background clean and professional.
- Dress appropriately for the meeting. Wear your pants, you may need to get up from your seat.
- Never post or share inappropriate material, even privately.