

## Online meeting expectations

### Microphone

When you enter the virtual meeting, mute yourself (if you aren't already). Your host will tell you when to unmute when it's your turn to speak.

### Questions

When you have a question, use the "raise hand" button and wait for the host to tell you when to unmute or use the chat function.

### Camera

Make sure that your camera is turned on and the lighting is good so everyone in the group can see you. Look into the camera when you are talking. Ensure appropriate clothing is worn at all times.

### Sound

If you want to, you can wear headphones, if not make sure your sound is working so you can hear.

### Contribution

When you have something to contribute to the discussion use the "raise hand" button and wait for the host to tell you when to unmute so you can speak.

### Etiquette

Always be yourself, be polite and respectful, pay attention to the speaker and each other. Think before you write in the chat function.