

# Tips for **ONLINE MEETING**

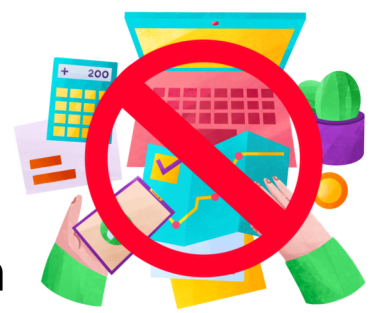
#ICTCTips



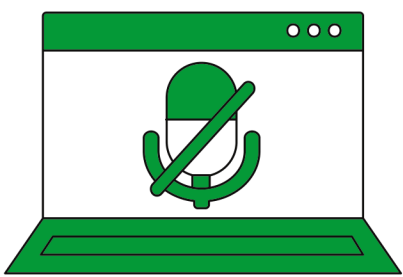
brought to you by the  
**ICTC**  
INFORMATION AND COMMUNICATIONS TECHNOLOGY CENTER

## **AVOID MULTITASKING**

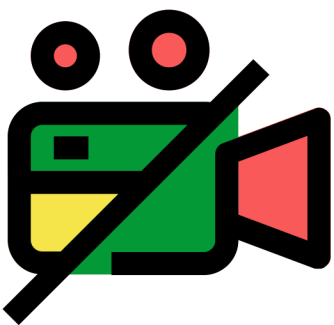
Do not do other tasks while in a meeting so you can focus on the topic at hand. This is also a basic sign of courtesy.



## **KEEP TRACK OF YOUR MUTE STATUS**



If you're not talking, commenting, or presenting, keep your microphone on mute.



## **TURN YOUR VIDEO OFF**

If you need to be excused from the meeting, inform the host and turn off the video while you are away,

## **MINIMIZE DISTRACTIONS**

Tell people at home/office that you are in a meeting and should not be disturbed.



## **KEEP YOUR BACKGROUND CLEAN AND PROFESSIONAL**

There are plenty of backgrounds available on online meeting platforms. Pick ones that will reflect your professionalism.



## **NEED HELP?**

✉ [helpdesk@dlsud.edu.ph](mailto:helpdesk@dlsud.edu.ph)

☎ 3225

INFORMATION AND COMMUNICATIONS TECHNOLOGY CENTER

De La Salle University - Dasmariñas

+63 (46) 481.1900 Local 3225

✉ [ictc@dlsud.edu.ph](mailto:ictc@dlsud.edu.ph)