



Professional Virtual Meeting Etiquette for Students

- School rules still apply! You need to be on-task and not disruptive!
- Virtually “raise your hand” if you have a question
- Mute your microphone until you are asked speak; then use the space bar to temporarily speak
- Use the chat feature to ask or answer questions directly related to the meeting agenda! Check with your teacher to make sure this is allowed first!
- Be fully present and engaged in the class/ zoom meeting – resist texting, snapchat, etc.!
- Silence your cell phone- this is the same as class!