- Join with a clean, professional background. Remove anything distracting. If you are unsure, ask someone to take a look at your background and provide perspective.

- Keep in mind that if your screen freezes, your audio may still be working allowing individuals to hear your comments. Also, know that if an individual's camera is off, they can still view the group.

- Do not take calls, texts, etc., in your meeting. Turn your sound off and place your device down.

- Dress as if you were attending an in-person meeting. Unsure what to wear? Ask us by sending an email to students@ouhsc.edu!

- Do a test run first with a friend to ensure your internet connection and audio/video are working.

- Be aware of other devices in the room that may have Bluetooth connections and/or make noises if you receive an unexpected text/call.

- Avoid background noise. This includes closing applications on your computer that might make noise.

- If you have pets/animals in your home, consider the best way to minimize their interruption.

- Ensure appropriate lighting and that your camera is clean.

- Speak clearly and confidently, and look at your camera when you speak.

- Keep drinks to only those that you would take to an in-person meeting. When in doubt, a clear cup of water is always appropriate. Avoid eating unless it is a lunch meeting.

- Do not click the link the organization provided before you log in. Log in with your Single Sign-On (SSO) first to ensure your first and last name are what shows.

- If you are joining the meeting on a laptop, make sure the laptop is plugged in and charged.

- Be aware of your camera angle. If you are taking notes, angle your camera up to cause minimal distractions.

- When joining the meeting, turn your camera on but mute your audio unless instructed otherwise. This eliminates background noises and distractions for speakers.

- Tap your space bar to mute and umute your mic.

- Do not lay down or be in bed/on the couch. Sit up at a table, desk, or computer as you would at an in-person meeting.

- If you are hosting the meeting, ensure there is at least one other host, so in the event your computer or internet goes down or you are called away, the meeting does not end.