



Etiquette for Electronic Communication

Zoom/Team Meetings

- Arrive 5 mins before the meeting is due to start
- Turn the camera on - off if there are connection problems
- Avoid background light from windows
- Have good lighting so your face can be seen easily
- Position your camera to be at eye level
- Mute your microphone when not speaking
- Avoid talking at the same time as others
- Be aware that you are on camera

Emails/ Written Online Communication

- Clearly identify the person with whom you are communicating
- Write clearly using paragraph spacing to separate lines
- Review what is written before submitting
- Respect privacy and confidentiality
- Note what is written below your message before sharing
- Avoid the overuse of capitals as it can be interpreted as shouting
- Remember Facebook posts etc. are public
- Read what others have written before offering your post
- Be aware of sharing copyrighted material
- Be kind and professional.