

Feel Confident in Online Meetings

Follow these tips and you can feel confident that you'll do great in your next online meeting!

Make eye contact with your camera

Focus on your camera, not on your screen or anything else around you.

Stand (or sit) tall

Avoid slouching over and use good posture while you are on camera.

Treat it like any other meeting

Dress, speak, and behave like you would during any other meeting and you'll be just fine!

Think about your background

Move anything distracting from your background before the meeting or use virtual backgrounds!

Use gestures

Even in online meetings, you can use hand gestures as you're speaking. Just don't go too far out of frame!

Mute your microphone

Mute your microphone whenever you aren't speaking. When it's your turn to speak, just remember to unmute your microphone!

Use proper lighting

Work in a well-lit room and avoid having any lights point directly at your camera.

Test your technology

Make sure your camera, headphones or speakers, and microphone are all working before your meeting, not during.

Eliminate noise

Sit in a quiet space and silence your phone.

Practice your online meeting skills in a Toastmasters club, where you will learn to become a better communicator, public speaker, and leader.

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