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.

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

- **Think about your background**
  Move anything distracting from your background before the meeting or use virtual backgrounds!

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

- **Eliminate noise**
  Sit in a quiet space and silence your phone.

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

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

- **Treat it like any other meeting**
  Dress, speak, and behave like you would during any other meeting and you’ll be just fine!

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

[Learn More](#)