

## Skype Meeting Etiquette

- Mute when you are not speaking: To minimise background noise and ensure everyone can be heard.
- Always introduce yourself before speaking: As it can be hard to identify a person just by his or her voice.
- Address other participants by name: This keeps the conversation flowing and everyone can be heard.
- Speak loudly and clearly: To ensure everyone can hear you.
- Don't Interrupt others: When others are talking, always let them finish before offering a thought of your own.
- Send an instant message to indicate you wish to speak: To maintain a controlled meeting and avoid interruptions.
- Give the meeting your full attention: Activities such as typing during a meeting can create a distracting noise.
- Anyone persistently interrupting or disrupting the meeting will be removed or asked to leave.

