

- **[Mute your microphone](#)**
To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking. Use the hyperlink above for more info on how to mute/unmute yourself.

- **Be mindful of background noise**
When your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers.

- **Position your camera properly**
If you choose to use a web camera, be sure it is in a stable position and focused at eye level, if possible. If you are on a mobile device/tablet, try to position at eye level as well. Doing so helps create a more direct sense of engagement with other participants.

- **Limit distractions**
You can make it easier to focus on the meeting by turning off notifications, closing or minimizing running apps, and silence your smartphone.

- **Avoid multi-tasking**
If you need to take a call, respond to a message or have a side conversation with someone at your home, that's perfectly acceptable. We just ask that you pause your video and/or mute your microphone before doing so. Your conduct while on a video conference meeting should mirror how you would carry yourself in a live board room.

- **[Raise your hand](#)**
If you have a question or would like to add a short comment focused on the agenda item at hand, please use the "raise your hand" function and wait for the host to call on you. Please remember to state your full name and address before offering your input. For more detail on how to use this function, use the hyperlinked bullet title above.