



\_\_\_\_\_ . Most important: Keep your mic muted unless you need to speak or are leading the meeting. If your audio becomes distracting, anyone in the meeting can mute any attendee. You will need to unmute yourself to begin speaking when needed. Those attending via call-in only will need to press \*6 to unmute themselves if this occurs.

\_\_\_\_\_ Unlike an in-person meeting, its sometimes difficult to distinguish between multiple conversations leading to confusion.

\_\_\_\_\_ . Speak in a concise and clear manner and tone so that everyone can hear what you are saying.

\_\_\_\_\_ Remember to pause occasionally to assure attendees have time to ask questions

\_\_\_\_\_ . Using (or not using) your camera is up to you. A limited number of windows will show for attendees of the meeting. These automatically show/hide based on participation. Be sure to pause/turn off your camera if may  
( ) It is also distracting.

\_\_\_\_\_ . Consider, especially for large meetings, asking your questions in the chat window.

\_\_\_\_\_ . Tag other attendees (using @userid format) in the chat window when your comment is directed towards a specific attendee to distinguish between a general comment.

\_\_\_\_\_ All attendees can start a meeting recording. If recording a meeting is appropriate, announce that you will do so and confirm there is agreement. Meeting recordings become available shortly after the conclusion of the meeting. REMINDER: Internal operations meetings do not need to be recorded and are not subject to Sunshine law.

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