



WEBINAR ETIQUETTE

Strategies and Suggestions for Webinar Participants



MUTE

When you enter the webinar, mute your microphone (if you are not already muted upon arrival).

QUESTIONS

When you have a question, type it in the chat box or use the “raise your hand” feature and wait to be called on.



CONTRIBUTING

When you have something to contribute to what is being said, use the chat box (if enabled).

YOUR TURN

Wait for the moderator to call on you to unmute yourself. It's best if only one person talks at a time. Speak clearly.



WHERE TO LOOK

Try to look into the camera when you are talking, rather than looking only at your screen. Sit close to your screen.

STAY ATTENTIVE

Pay attention to the person who is speaking or the content that is being shared.

