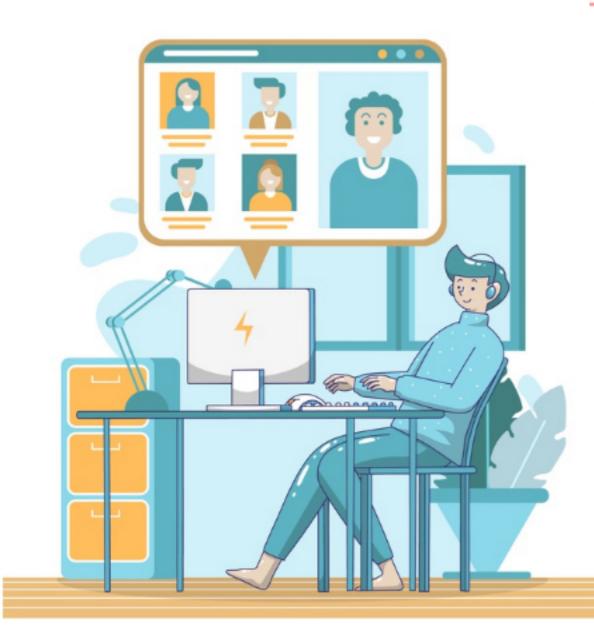# TIPS FOR ONLINE LEARNING & MEETING

How to gain effective and pleasant online learning and meeting.

What to do BEFORE

1 Install the latest version of tools and be familiar with them

2 Use your full and real name, proper profile picture

3 Set, check and test the devices and applications

4 Sit about 3 feet from the camera, and at the eye-level position

5 Find a suitable place and set a reasonable background

6 Start with mute and no video

7 Wear proper attire

8 Put a sign or lock the door

9 Inform family members/ housemates about the online session

10 Host to invite via dedicated link, with meeting ID and/or password

11 Host set the basic ground rules for the session

What to do BEFORE LEAVING

22 Leave session with thank you note

23 Log out your online session

What to do DURING

12 Host to utilise the Waiting Room (if available) to identify who to 'let in'

13 Set video on and audio off (mute)for friendlier ambience

14 Only unmute when wanting to speak

15 Greet host, or host greets people who join in

16 In any awkward moment, stay calm and PM the person directly

17 Aware who's in who's out

18 Use Chat section to ask questions, take attendance (matric no)

19 Use the raise-hand icon, if wishes to speak

20 Don't leave your screen unattended

21 Host to expel unwanted participants, if required