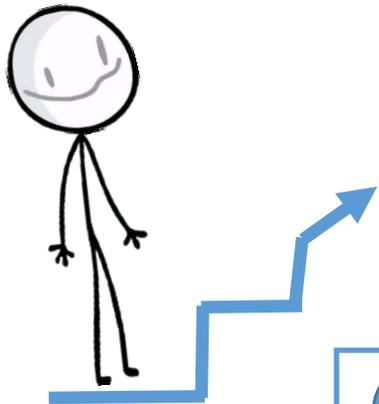


7 Steps to BlueJeans Etiquette Excellence



1

Make Introductions- Include everyone!

2

Don't Interrupt- Even more important than face-to-face

3

Mute Yourself- If you are not speaking

4

Avoid Multi-Tasking- no side conversations

5

Be Aware of Distracting Sounds

6

Work with the Technology

7

Make Eye Contact

Step 1: Make Introductions

At the beginning of the call, be sure to identify everyone by name and location. This helps ensure a feeling of inclusivity.



Step 2: Don't Interrupt

BlueJeans has a speaker identification on the conference monitor. Interrupting another speaker may cause the voice activation to become confused. Instead, wait until the other speaker is finished, then speak calmly and clearly, and wait for the system to adjust to you before delivering any game-changing information.

Step 3: Mute Yourself When You're Not Speaking

No doubt about it, Un-muted microphones can be the single most distracting element present during a video conference. Echoes can occur when the background sounds are caught by un-muted microphones from a speaker and then transmitted to other sites. When muted, you can press the spacebar to quickly unmute and release the spacebar to re-mute yourself.

Step 4: Avoid Multi-Tasking

Carrying on sidebar conversations are not only distracting, but deemed downright disrespectful in an in-person meeting. The same applies for a virtual one.



Step 5: Be Aware of Distracting Sounds

Typing, shuffling paper, noisy jewelry, and loud baristas are just some of the background noises that can be picked up by a sensitive microphone. Please be aware of these potential distractions.

Step 6: Work with the Technology

Video conferencing is getting better as the technology improves, but it's important to realize there still may be a delay in the voice transmission and it can create awkward bumps in the conversation. It's a good guideline to provide an appropriate pause between speakers.



Step 7: Make Eye Contact

“Gaze Angle” refers to the differential placement between your camera and the screen where you are viewing other participants. You can reduce the ‘Gaze Angle’ by putting the camera near your display monitor, preferably the area you watch the most often. This will make your meeting feel more natural

