

Netiquette

Netiquette is all about the code of behaviour established communicating online. The rules for netiquette will vary, depending on the context (Formal or informal). The people know to unknown to each other and the activity.

following are some of the netiquette to be followed in an online meeting or session

1. Make sure that your full name is clearly displayed.
2. Always try to use a headphone while attending meeting .
3. Choose a quiet place with comfortable seating and no background noise .
4. Speak clear but not too loudly..
5. Make sure that internet connection is stable.
6. Dress appropriately when attending meeting online .
7. Don't multi task stay focus .It's important to people attending online session to be to focus online the meeting.
8. Do not eat , drink while meeting.
9. Be on time
10. Keep your device plugged in to avoid powerloss during a meeting.
11. Do not switch on your microphone when not required
12. Request and before recording an online session
13. Participate, stay engaged , and make it an interactive session