NETIQUETTE

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

The following are some of the netiquettes to be followed in an online meeting or a section

1. Make sure that our full name are clearly displayed.
2. Always try to use a headphone while attending a meeting.
3. Choose a quite space with comfortable sitting and with no background noise.
4. Speak clearly but not too loudly.
5. Make sure that internet connection is stable.
6. Dress appropriately when attending the meeting online.
7. Don’t multitask, stay focused.
8. It is important for the people attending online session to focus entirely on the meeting.
9. Do not eat and drink during an online meeting.
10. Be on time.
11. Keep your device plugged in to avoid power loss during a meeting.
12. Do not switch on your microphone when not required.
13. Request and receive permission before recording an online session
14. Participate, stay engaged and make it an interactive session.