



REMOTE MEETING TIPS FOR STUDENTS

QUESTIONS TO CONSIDER:

Are there appointments or is it drop in?
Is this a zoom or phone meeting?
Do I need my video on? Can i have it off?
Should I do this meeting in a private space?

**MAKE SURE TO
COMMUNICATE ANY
CONCERNS PRIOR TO
THE MEETING -
COMMUNICATION IS
KEY IN THE DIGITAL
WORLD!**

**PRIOR TO
THE
MEETING** Set a reminder and have anything you need open prior to the meeting. You might be placed in a waiting room, and/or be asked to screen share.

BAD CONNECTION? TURN CAMERAS OFF AND CLOSE UNNECESSARY PROGRAMS/TABS

MIC ISSUES? INSTALL ZOOM ON YOUR PHONE AND "DIAL IN"

NOISY? HOLD SPACE TO UNMUTE YOURSELF WHEN YOU TALK

**MEETING
TROUBLE
SHOOTING**