

Video Call Etiquettes

- **Test the Equipments**
 - Camera
 - Speaker
 - Microphone

- **Don't delay start timings**
 - Don't keep others waiting

- **Beware of 'candid camera'**
 - It may result in embarrassment and humiliation

- **Camera positioning**
 - Check in advance
 - Also check background and Surroundings

- **Appearance**
 - See how you look
 - Dress as if you are in office

- **Don't' do multi-tasking**
 - See how you look
 - Dress as if you are in office

Net Etiquettes

- **Avoid Plagiarism**
 - Scan before you post

- **Use proper quotes**
 - Use the full quotes

- **Don't gossip**
 - Keep personal information personal

- **Don't steal copyrighted stuff**
 - Pictures
 - Videos etc

- Mind your language**
 - No slangs

- No obscenity please

- **Be patient with newbies**

- Internet newbies may take more time

to read, comprehend and respond

- Don't demoralize them

- **No spamming please**

- This is irritating and may put you in trouble.

- **Avoid overuse of emoticons**

- Avoid them completely in formal communication.

- **Avoid using internet for personal interests in office**

- This is objectionable

- You are being watched