



APPEARANCE

Is your clothing and area suitable for the meeting?

CLASS VIDEO MEETINGS

in Microsoft Teams



HEADPHONES

Use headphones if they help to hear more clearly.



CAMERA ON

We like to see you just like we can in the classroom.



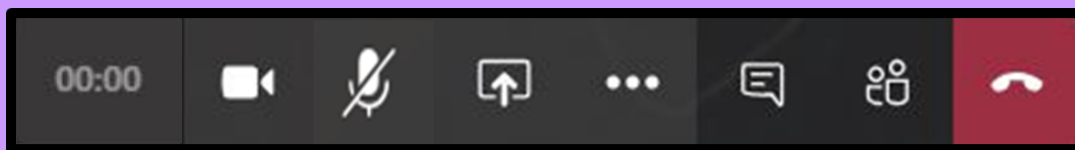
WAIT

Wait for the teacher to start the meeting first.



MIC OFF

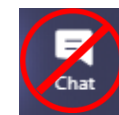
Stay on mute unless it's your turn to speak.



VIDEO ON

MIC OFF

HANG UP



NO CHAT

Using chat in meetings is distracting to others.