

NETiquette for Sector eClasses

Meeting online has become such a convenience. You can collaborate and confer with colleagues in-house or miles away without ever having to leave the comfort of your desk. This is a great way to conserve time, money and carbon credits.



Here are a few **NETiquette** pointers to keep in mind when participating in a Sector eClass.

Introduce yourself: In a virtual world you are in charge of your name badge. Whether you are responding to text questions, or just entering the teleconference always introduce yourself by name if your screen name doesn't reflect it. Commence a conversation much the same way as you would in a business telephone call e.g. "Hello, I'm Jill Mathews from Mathews Training", not "Hi there!".

Give Feedback: Use the Live Meeting Feedback colours (at the top right of your Live Meeting window) to provide quick, silent feedback to the instructor.

Connect early and be comfortable with the Live Meeting Interface: Continual learning is the key to online success. Our eClasses are open 20 minutes before the scheduled start time. Use this time to test out your interactive functions!

Avoid Distractions: It is always a great temptation to multitask. A conference call needs your undivided attention and your respect for the other participants. If you need to leave the meeting, do not put the call on hold. Doing so may cause your line to beep for all to hear. Mute your line (*6), or hang up and re-join later. If you are shuffling papers, typing, or get distracted by doing other things, other people on the line can hear it which is distracting for all participants.

Cut out the ambient noise: Irrelevant noise is a terrible distraction for all participants. Use the mute feature on your conference call (*6) when you are not talking to help eliminate the ambient noise.

Don't be shy, give text chat a try: Text messaging is becoming increasingly popular in the business world. When used appropriately, it is a great way to efficiently get your message across. Discover quick spellings words for phrases such as: anyone (ne1), easy (ez), be right back (brb), more information please (411), call to action (cta), end of business (eob), Don't Quote Me on This (dqmot), got to go (g2g), by the way (btw), just my opinion (jmo) and the ever popular-laughing out loud (lol).