WEBINAR ETIQUETTE
Strategies and Suggestions for Webinar Participants

**MUTE**
When you enter the webinar, mute your microphone (if you are not already muted upon arrival).

**QUESTIONS**
When you have a question, type it in the chat box or use the “raise your hand” feature and wait to be called on.

**CONTRIBUTING**
When you have something to contribute to what is being said, use the chat box (if enabled).

**YOUR TURN**
Wait for the moderator to call on you to unmute yourself. It’s best if only one person talks at a time. Speak clearly.

**WHERE TO LOOK**
Try to look into the camera when you are talking, rather than looking only at your screen. Sit close to your screen.

**STAY ATTENTIVE**
Pay attention to the person who is speaking or the content that is being shared.

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