

GOOGLE MEET & WEBEX CONFERENCING STUDENT GUIDELINES



Check sound and video.



Find a quiet place, free of distractions, preferably a table or desk.



Come prepared, be organized, and attentive.



Be on time.



Mute microphone when not speaking.



Be RESPECTFUL in what you say, write, and act.



Raise your hand and participate.



Be PROFESSIONAL at all times. Write in dark font and spell check.

*REMEMBER, THIS IS A CLASS, SO
TREAT IT AS SUCH!*



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