Welcome to VU insti ITe
Today’s Agenda

Zoom
Skype
Outlook
Today’s Agenda

Etiquette

Tips
Conference Call Etiquette

Muting Function

Interrupting Speakers

Dial-in on Time

Avoid Eating

Quiet Spot

Headphones/Headset
Zoom Tips

Shortcut Keys

View Options

Updating Invites

Communication

Virtual Backgrounds

Host /Co-Host Options
Share: Team Member Tips
Skype Tips

- Log in
- Location Status
- Inviting Others
- Sharing Screen
- Pop Ups
- Conversation History

Zoom  Skype  Outlook
Skype Tips

Share: Team Member Tips
Email in Real Life
Email Etiquette

Set Clear Expectations

- Outline the purpose
- List To –Do items
- Point out FYI

Label Subject Line

- Be Clear and Concise
- Make a Request
- Remember Phone view

Know the recipients

- Observe CC vs BCC
- Decide Reply-All vs Reply
- Check recipient names
Email Etiquette

Message Components
- Priority Tags
- Attachments
- Hyperlinks

Have OOO Message
- Status
- Back-up
- Email Signature

Things to Consider
- Sender Preference
- Review
- Follow-Up
Outlook Email Tips

Email Signature

Cc vs. Bcc

Review

Zoom  Skype  Outlook
Outlook Email Tips

Share: Team Member Tips
Calendar Etiquette

- Subject Line
- Required vs Optional attendees
- Invite Details
- Forwarding Meetings
- Attachments and ‘To-Do’ Items
- Location Details
- Full Phone Number
Calendar Etiquette

- PTO
- Blocking time
- Responding to Invites
- Daily Reminders (tip)

Individual Calendar
Outlook Calendar Tips

- Calendar Sharing
- Time Reminders
- Categories
- Tracking Function
Zoom Meeting
Audio only

With video

The Brady Bunch
Predicted ZOOM Meetings in the 1970s

THANK YOU