OAW/Classroom AnyWhere Space Etiquette and TIPS

In addition to common courtesy and etiquette when interacting with other individuals, consider the following list of items when interacting in within the Office AnyWhere platform.

- Use a headset whenever possible. Built -in computer speakers/mic tend to echo or feedback

- Turn off your 'talk' icon if you're not engaged in an active conversation

- Turn off your 'talk' icon if you're in a noisy environment or eating. Use Push to Talk or toggle on/off instead.

- Check to see if your avatar is blinking before you ask, "Can you hear me?" If it's blinking, your audio is working.

- Be aware of your surroundings when using the video camera

- Turn off your "listen" button to signal that you don't want to be interrupted with a voice conversation.

- When blending OAW with a physical conference meeting use a USB based speakerphone like the Jabra 410 or 510

- Use the "Get" feature to help people join your meeting quickly.

- Use the "Home" button to gracefully leave a meeting when it ends.

- Schedule virtual conference rooms in the same manner you schedule common rooms in your physical office

- Even if the door is open, knock before jumping into someone's office or conversation

- Unless you have a designated office space, sign out until your next class/meeting