Netiquette

A simple guide for online communication, participation and interaction.

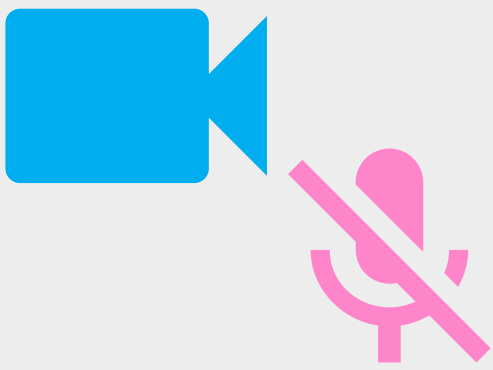
Online Classes

Quiet Environment

Sit in a quiet place with few distractions

Be on Time

Be ready to join the class/meeting at the arranged time



Camera On/ Mic on Mute

Test your microphone and camera before you join the class/meeting

Use the Chat Function appropriately

Avoid having personal chats with participants

Use the reaction buttons

Use the raise hand button if you wish to contribute to the class/meeting
Other reactios to use are thumbs up/ Applause

Record/Photos

Do not record or take photos unless you have prior permission from the teacher/agreement from the group

Do not share without permission

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MS 365 email

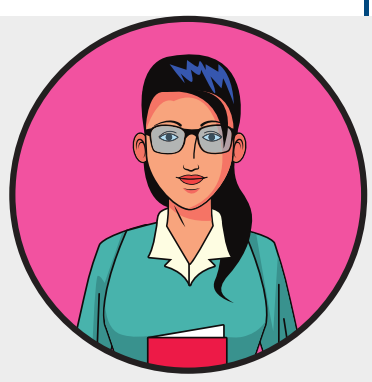
Outlook

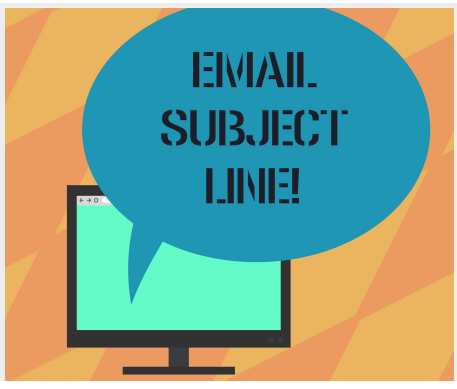
MS 365 Email

Use your college email when communicating with staff and learners

Profile Picture

Add an appropriate profile image within your MS 365 Account





Use Subject Titles

Use meaningful subject titles when sending emails

Use clear and concise language

All communication should be formal with correct spelling & grammar

AOVID

Avoid text speak, slang or bad language
Don't use ALL CAPS - comes across like you are SHOUTING
Avoid wry, dry, jokey or sarcastic language

Sending emails

Respect the normal college/business hours when sending emails.
Respond to emails within a reasonable time.

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