



# Online Meetings Checklist

Conducting online meetings isn't the norm for the majority of firms. For many of you, meeting virtually will be a completely new experience. We have created this Online Meetings Checklist to help you to become a virtual meetings pro. Feel free to share it with your clients and your team – as online meetings will likely be new to them too.

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## Background lighting

Ensure your face is well-lit. Where possible, position yourself in front of a good light source e.g. a window.

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## PC/Camera height

Check your PC camera is pointed at your face, and people are not looking at your ceiling or at your chin.

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## Background

Be mindful of what people can see behind you. You may be in your bedroom and don't want people to see laundry in the background.

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## Headphones

Use an external mic where possible to get better sound quality. Many modern headphone sets have a mic. You can use headphones if you don't wish for others to hear the meeting.

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## Open the meeting early to test the technology

Test the technology before you begin—especially your audio. It's advisable to practice and make sure you're comfortable with sharing your screen, and any other functions you intend to use.

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## Presentation is prepared

If you intend to share your screen, ensure you have your documents ready before the meeting begins. Where possible, share your screen on a second monitor.



## All other tabs on the PC are closed

This will help prevent you from accidentally sharing your screen and disclosing confidential information.



## Turn notifications off

Turn off all notifications (email, chat, etc.) on your computer, so that private or confidential information is not disclosed in the meeting.



## Put phone on silent

If you don't normally bring your phone to a meeting remember to put your mobile phone, office phone, and home phone, if you're working remotely, on silent.



## Keep private chat on a separate device

If you are going to have a private chat with other members of your team during the meeting, use a completely separate device (e.g. keep the call on your laptop and the chat on your tablet) to avoid embarrassing disclosures.

Keyhouse is a trusted partner for law firms across Ireland & the UK, providing innovative technological solutions, services and best-practice insights to help them better manage their practice and improve the way they do business. These resources allow legal firms to deliver their services more effectively and more profitably, resulting in better outcomes for firms and their clients.

With over 20 years' experience, Keyhouse works with the majority of the top 500 law firms and in-house legal departments in Ireland. A range of integrated practice management software products are available, including Document and Case Management, Time Recording and Billing, Digital Dictation and a comprehensive financial management system. Clients also have instant access to their cases on the go, no matter their location, thanks to the new KeyMobile App.

In addition to providing technology solutions, Keyhouse also offers consultancy, training, and customised workflows to deliver an end-to-end solution that helps firms get the most from their practice software. These 'face-to-face' support services ensure lawyers and their support teams are comfortable with the technology and can run and manage their practice more efficiently.

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