Check out these quick tips to take your virtual Coffee Chat experience to the next level!

- Make sure your microphone and camera are working! Coffee Chat is interactive, and we love seeing your faces. Make sure you test your microphone and camera before we start.

- Personalize your name and let us know what organization you are representing.

- Your name pops up on the bottom of your Zoom picture and we want to know what organization you are with. Simply right click on your name and type in your full name and what organization you are representing.

- Be in Active Speaker view. While the presenter is speaking, we recommend being in Active Speaker view. That way you can easily see the screen share and the speaker.

- Utilize the Chat function. You can comment or ask a question by utilizing the Chat button at the bottom of your screen.

- Raise your hand. We love having questions during Coffee Chat presentations! You can raise your hand by clicking the Participants button at the bottom of your screen and selecting the Raise Hand icon.

- Put your microphone on mute. When you aren't actively speaking please mute your microphone!