

9 AWESOME TIPS FOR BETTER VIDEO CONFERENCING



1

DRESS FOR SUCCESS

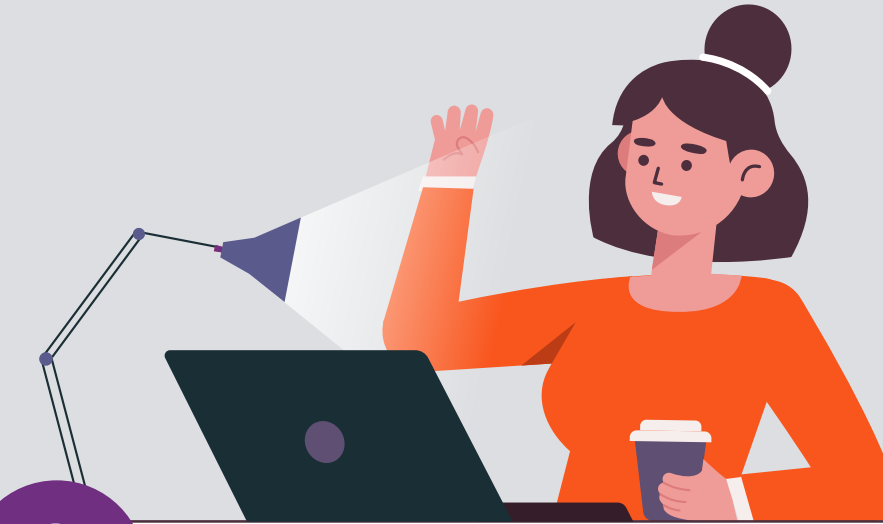
Treat meeting on video as you would an in-person meeting.



2

CONSIDER SOUND QUALITY

You have something to say, make sure people can hear it.



3

THINK ABOUT LIGHTING

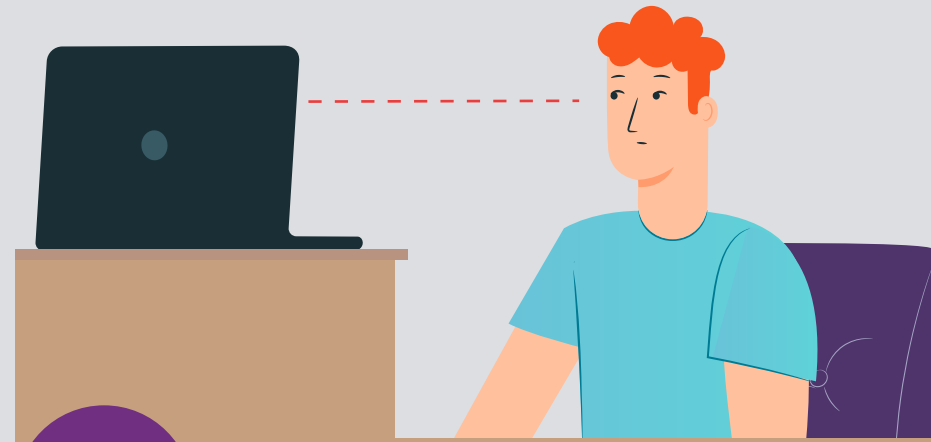
Ensure light is in front of you, not behind you.



4

MINIMIZE DISTRACTIONS

Ensure you won't be interrupted by phone or others.



5

OPTIMIZE CAMERA POSITION

Make sure your camera is eye level or slightly above.



6

PRACTICE/TEST

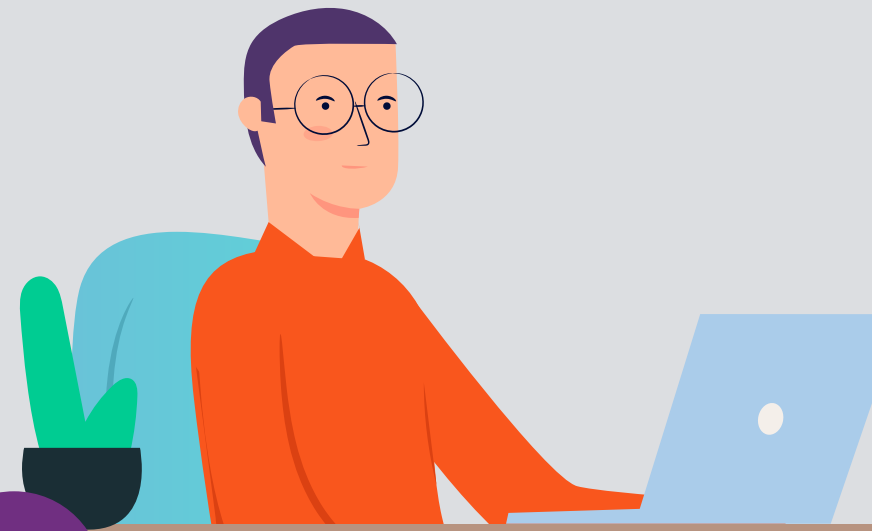
Ensure everything is good to go ahead of time.



7

MUTE WHEN YOU'RE NOT SPEAKING

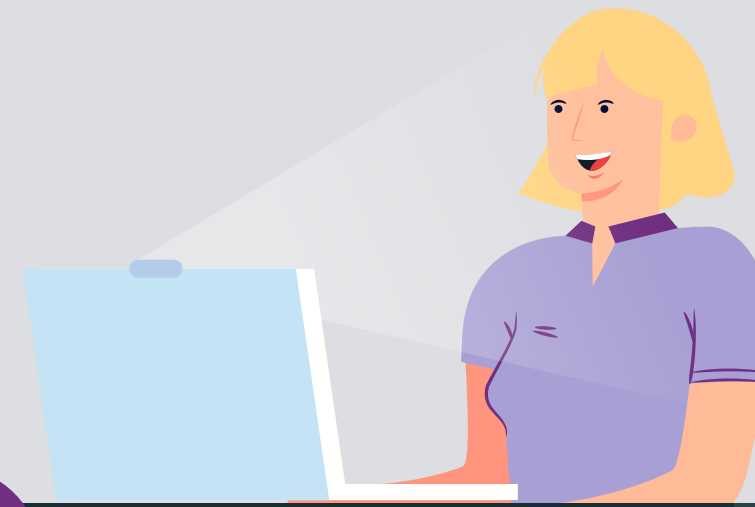
Background noise can be an annoying to others on the call.



8

FOCUS ON THE MEETING

This is not the time for multi-tasking.



9

SMILE FOR THE CAMERA

When you're talking, look at the camera not yourself.