IntelliDyne Presents

VIDEO CONFERENCING TIPS

FOR TELEWORKING AT HOME

Smile! you're on (not so candid) camera.
Check out these easy video conferencing tips to ensure
your next virtual meeting goes off without a glitch.

1 PREPARE YOUR DESKTOP

If there's a chance you may need to share your screen during a video call, take time before your meeting to close out any browser tabs or documents you wouldn't want anyone else to see.

2 CLOSE OPEN APPS

Prior to your meeting, save any open documents and close out apps you won't need. Too many open apps will slow your computer down (causing sound and video glitches) during a video call.

3 SET THE SCENE

For the best picture quality, set yourself up in a neutral location with ample natural light. Natural lighting and side lighting are the most flattering and will provide a clearer image. Avoid backlighting if possible.

4 TEST AUDIO & VISUAL

Especially if this is your first video conference, make sure both your audio and video devices are connected and functioning properly.

5 POSITION THE CAMERA

Anyone who's taken a selfie knows that camera angles matter. Try to position your camera right at eye level so you're not looking up or down.

6 MUTE YOUR LINE

Unless you're speaking, mute your mic. Microphones pick up a lot of background noise and can cause feedback, making it difficult for others to hear.

7 DRESS APPROPRIATELY

Fight the temptation to wear pajamas to a meeting. Yes, you're working from home, but you're still "at work." Follow your company's dress code to avoid a potentially embarrassing situation.

8 PAY ATTENTION

It's easy to get distracted during virtual meetings but remember everyone can see you. Treat video meetings like you would an in-person meeting. Put down your phone, don't scroll through your email, and engage in the conversation.

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