VIDEO CONFERENCE 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**
   - Prior to your meeting, have 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.

2. **CLOSE OPEN APPS**
   - 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.

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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