Ways to Improve Your Video Conference *Experience*

Improve Your Connection 📶

TRY THESE TIPS IF THE CONNECTION TO YOUR ONLINE MEETING IS POOR:

☑ Move closer to the internet box or move the internet box closer to you (Sometimes the signal is lost if you are far away or there are a lot of walls between you and the box)

☑ If you are experiencing slow internet, try resetting your internet by turning the box off and on again

☑ Turn off things in your house that are also connected to the internet such as:

TV's, phones, other laptops or tablets, game consoles, smart speakers, ebook readers

☑ Turn off any programs that your laptop/iPad that you are not using during the meeting

☑ Try turning off your video for the meeting and leaving just your audio on

☑ Try connecting to the meeting using a different device if possible

Improve Your View 👁

TRY THESE TIPS TO MAKE YOUR VIDEO LOOK BETTER DURING A MEETING:

☑ Lighten the room by turning on an overhead light or opening up blinds or windows

☑ Have the light source in front of you to light up your face

☑ Eliminate bright light sources behind you

☑ Avoid moving objects in the frame, like whirling ceiling fans or turned on TV

☑ If you can, sit in front of an unchanging simple background such as a wall

☑ Use a custom still background if possible

☑ Place the camera at eye level, not below or above you

Improve Your Sound 🔊

TRY THESE TIPS TO IMPROVE YOUR SOUND DURING A MEETING:

☑ Be in as quiet a location as possible

☑ Turn off background speakers or TVs during the meeting

☑ Use headphones or earbuds with microphones whenever possible

☑ Work in a small room or space if possible

NOTE: IF YOU ARE CONDUCTING A MEETING:

☑ Begin a few minutes prior to the meeting and have music playing. Let participants know that they should be hearing music with a title slide

☑ Let participants know the name of the meeting that they are attending with a title slide

☑ Avoid having the camera below eye level

☑ Always record your meeting so participants can revisit