

INTERNET

- Plug a network cable into your computer, you may need an adapter.
- If you cannot use a network cable, use Wifi.
 - Try to get close to your wireless router for a better signal.

AUDIO

- Put on headphones or a headset. Iphone earbuds work great!
- Position your microphone webcam, or computer 1-2 feet from your mouth.
- Choose a quiet area if possible.
- Speak clearly towards your microphone.

VIDEO

- Try to position your camera so that your head and shoulders are in the picture.
- Try to position your camera right above your screen. When you look at other people in the meeting this will help create the illusion of eye contact. Try to look into the camera whenever possible.
- Here are some ways to do this. If you are using a:
 - Laptop - put a couple books underneath your laptop.
 - Webcam - put your webcam on top of your computer monitor or a stack of books.
 - Phone - prop your phone up against something. Use tape!

LIGHTING

- Do not point your camera at a window. This will make it hard to see your face.
- Dim or turn off overhead lighting.
- Try to angle the camera away from overhead lights
- Put a desk lamp behind your camera. If it is too bright, move it farther away from you or put something in front of it to reflect the light.

MISCELLANEOUS

- Keep your phone or computer plugged into power
- Close all programs and restart your computer before the meeting.
- Be ready to reconnect if the call gets dropped.
- If you are using a computer, use your phone as a backup. Be sure to install the app before your meeting.

