

# Meeting Virtually: Tips and Tricks from the Trenches



We're all living the life...the Zoom life, that is. There are some common sense (and not so common sense) tips that can make life better for you and the people with which you meet.

## **Dress**

It's a best practice to dress as you would normally to go into the office. It's not just for appearances but also sets the tone for your day.

## **Is your internet connection unstable or spotty?**

If you have your own network modem, you can use a network cable in order to direct connect to the internet. Wi-Fi can be spotty under a number of different conditions including placement in your home, as well as weather and area usage. Directly connecting to the internet can help to clear up some of these issues and ensure you don't lose connectivity. Ensure your laptop has a network port. Then all you need is a Cat 6 (Ethernet) cable or better. It will connect from your modem to your laptop.

## **Lights, Camera, Audio – check your settings/set up!**

- Check your Audio and Video settings prior to the meeting.
- If you're leading the meeting, come early.

Familiarize yourself with the sound options of your computer and know where and how to adjust them if needed. Utilize the Video Preview in Zoom to ensure you have a good video connection.

- Position your camera properly.

Ideally your camera should be eye level. Don't sit too close to the computer/camera. A few inches above the head, to about the shoulders would be the ideal view.

- Do you have enough light to allow your fellow attendees to see your video?

Consider opening the window blinds or using a secondary lighted device in front of you to properly light yourself. Placing lights behind you will cause lighting issues.

- Use a headset or secondary microphone when possible.

This eliminates audio disparities and feedback from your keyboard, as well as the need to lean into the computer (and thus camera) to be heard.

- Light, Camera, Audio – surroundings

### ***What's behind you?***

Do you have a pile of clothes, or something else that might be distracting? Consider removing things that would be in view or changing where you are sitting to eliminate any distractions.

If you have a green screen, using backgrounds that are professional and not distracting is a good practice.

A good virtual background does not distract from the presenter, but instead allows for a smooth view behind the subject.

### ***Check the noise in your surrounding area.***

Do you have a private place to sit while you attend meetings? Think about what options are available to you. Some local libraries have study rooms that can be reserved. Do you have a loud fan that may need to be turned off? Can you close the door to eliminate any unneeded background noise?