

# Helpful Tips for Video Calls

## Know where your Camera is

When you are talking...look at your Camera. Try not to look at the people's faces on your screen. Especially if they are on a different screen.

Ideally the Camera you are using should be at eye level to you. You don't want people looking up at your nostrils... :)

## Watch your Lighting

Think about where you are taking the call. The quality of your Camera is secondary to the quality of your lighting. Avoid overhead lights or strong lights facing your Camera (Backlighting). Front lighting is better. Natural light projecting onto your face is best.

## Check behind you

If it is a professional call, you might want to consider what's in view behind you. No one is too concerned about kids and pets. I certainly aren't... but it's good to consider what others can see.

## Monitor background noise

Don't forget to mute your Mic if you are in a noisy room. It is very distracting if there is a lot of background noise happening.

Be mindful of thinking your Mic is muted and then begin to chat indiscriminately...many people have been caught out doing this!

## Use the Chat

If you are struggling to get a word in, don't forget to use the Chat Window. You can communicate with the entire group if you have a suggestion (preferred) or with someone in the group privately.

Be careful to use the private chat sparingly though... it's very easy for someone else to forget that this was a private message. They may call it out or answer to the entire group, thinking that's what you have done.

## Focus on the call

It's too easy to multi-task when you're on a video call.... Sometimes this necessary. But be aware that everyone else knows when you are...lack of eye contact gives us all away.

## Participate...but don't Dominate

Be aware to let everyone have their say. I mean this is the same in any meeting of course but does seem to accentuate the effect when communicating via video call.