

Quick Tips for Virtual Meetings

Your meetings may not always take place across a table. Many of us prefer a face-to-face, but that's not always possible. Here are a few tips for when you can't meet in person.

Testing! 1! 2!
Take five to test:
• Internet speed
• Camera
• Microphone

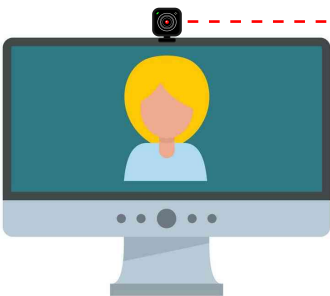


Check your lighting! Avoid dark/dim rooms.
Natural light is great, but make sure to face the window.

Be prepared!
Keep only what you need for the meeting on your desk



Clean up your area, and make sure you look professional.
No one wants to see that half eaten sandwich from 2 days ago.



Tip: Look directly at the camera!

Camera placement matters.
Place the camera slightly above eye level and face it directly

Having video issues? Slow internet?
Drop the video, switch to audio only, or use the dial-in number!



Check your mic orientation.
Make sure your mic is facing you and is the correct distance away



Consider learning how to use a virtual background.
Use an image with colors that match the tone of your lighting.



Make sure to use the mute button in the app.
Keep yourself muted until you are ready to speak.

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