



Video Conferencing Check List

2020 saw a volcanic jump in communication using online video conferencing. Whilst amazing opportunities have arisen to help us stay connected from a distance, some best practice tips will enable more people to embrace the technology successfully. With a little fore-thought, the following pointers aim to ensure that you will get the best out of who you are communicating with:

- Check your Network Connection
- Find good Face Lighting – it's all in the presentation
- Find a clearer Background – Dark mode is key
- Dress for the Occasion
- Position the Camera so that it is Level with your Face
- Learn how to Mute and Unmute your Microphone
- Learn how to Turn your Camera On and Off
- Know how to Rename your Profile
- Wearing of Headsets – Best Practice
- Try looking at the Camera when you Speak
- If you are the Host, Enable Live Captions
- Become familiar with the Chat Facility
- Pinning an Attendee
- Take Regular Breaks
- Relax

Supported by:

