

Reminders for a Successful Video Conference

1. Find a quiet location with little to no background noise.
2. Test your speakers, microphone and web camera before joining the meeting.
3. Ensure adequate lighting. You should avoid having any bright light sources behind you or else others will not be able to see you.
4. When there are more than 3-4 people on a video conference, mute your microphone when you are not speaking.
5. Remember the context of your meeting if you are using a virtual background. In most situations you will want to use a simple, professional background, if any at all.
6. If sharing your screen, make sure to have the program open before sharing your screen.
7. When you start sharing your screen, ensure that everyone can see it.
8. Treat the video conference as if it is a face-to-face meeting.