

TEN STEPS TO VIDEO SUCCESS

MAKE THE MOST OF VIDEO CONFERENCING TECHNOLOGY

STEP
01

ENSURE YOUR SOFTWARE WORKS

If you are new to using video conferencing software, make sure it works and you are comfortable with the controls before your first video meeting.

STEP
02

CHOOSE YOUR SETTING CAREFULLY

Ideally you will have somewhere with a clear background and free from distractions.

STEP
03

DRESS APPROPRIATELY

You may not be in the office, but it is still important that you look and feel professional. You might want to save the pyjamas for later.

STEP
04

CHECK YOUR CAMERA

Ensure it is at the right height, not too high or low, so you are facing it directly. This way people can see your face clearly and it feels like you are listening to them.

STEP
05

LIGHTS, CAMERA, ACTION

Make sure that you are sufficiently lit, too bright or dark and the other participants will find it hard to see you. We still want to be able to see each other whilst we talk.

STEP
06

MUTE YOUR OTHER DEVICES

Make sure your phones or any other devices are on mute, you don't want to disturb the meeting with your funny ringtone.

STEP
07

USE A HEADSET

If you have one available, a headset with a built-in microphone will make you clearer and easier to understand. It will also help you to concentrate on who is speaking without distraction.

STEP
08

FIND THE MUTE BUTTON

When you are not speaking you might want to put yourself on mute. But make sure to double check you can be heard when it is time for you to speak again.

STEP
09

PAY ATTENTION

It is easy to get distracted when you are not in the same room as the person talking, so try hard to pay them the same courtesy you would in person.

STEP
10

LOOK INTO THE CAMERA

Looking into the camera, rather than at the video or yourself, will make it seem that you are looking at the person you are talking to. This will make it seem more like a face to face conversation.

