

# Tips For Video Conferencing

If you're new to working from home, you likely are also new to business videoconferencing. We're all entertained by #VideoFails - and we don't want to become one! Here are 15 do's and don'ts for video conferences.

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## Video Conferencing Set-Up

- 1 **Lighting:** Your light source should be behind you or next to you, not below or behind you - or you'll appear as a washed-out ghost!
- 2 **Camera Height:** If your camera angle is from below, your colleagues will have a good view up your nose or of your neck and chin. Hold an iPhone slightly above your face, or for a stack your monitor or laptop on a few books to bring the camera up to eye level.
- 3 **Mute:** When you're not speaking, but the video on mute so background noises and your sighs or coughs aren't amplified for everyone.
- 4 **Dress Appropriately:** Your video camera will show more than your face. Make sure whatever you're wearing from the neck down is camera-ready and projects the impression you want to make.
  - 5 **Tip:** Many videoconferencing pros dress for work from the waist up - but if you need to jump up to grab a misbehaving child or pet, make sure you're wearing pants!
- 6 **Use Headphones:** Unless you have a professional studio at home, use headphones on video conferences to prevent echoes and feedback.

## Video Body Language

- 7 **Posture Matters:** Sitting up straight gives the impression that you are alert, motivated and paying attention.
- 8 **Sincere Smiles:** A fake not phony smile indicates you're pleased to be on the video call. You don't have to grin ear-to-ear, but you also don't need to scowl.
- 9 **Sit On Your Hands:** Maybe not literally (but maybe!) so you're not playing with your hair, picking your eyebrows - or something worse!
- 10 **Look At The Camera:** Make eye contact with the video camera, instead of watching yourself onscreen!

## Video Conference Etiquette

- 11 **Be On Time:** Don't make the other participants wait for you to arrive.
  - 12 **Test Your Tech:** Before the videoconference begins, test your software and hardware to make sure everything is working as needed.
  - 13 **Stop Multi-Tasking:** Pay attention the call. You may think no one will notice if you check your email, send a quick text or look at the news headlines - they will!
  - 14 **Tip:** If you are expecting an important email or text during the video call, let the other participants know in advance.
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15 Introduce Yourself: If you're on a large group call, introduce yourself before you speak.

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