

1. INTERNET

- Plug a network cable into your computer, you may need an adapter.
- If you cannot use a network cable, use Wifi.
 - Try to get close to your Modem/Router for a better signal.



2. AUDIO

- Put on headphones or a headset. Iphone earbuds work great!
- Position your microphone or webcam 1-2 feet from your mouth.
- Choose a quiet area if possible.



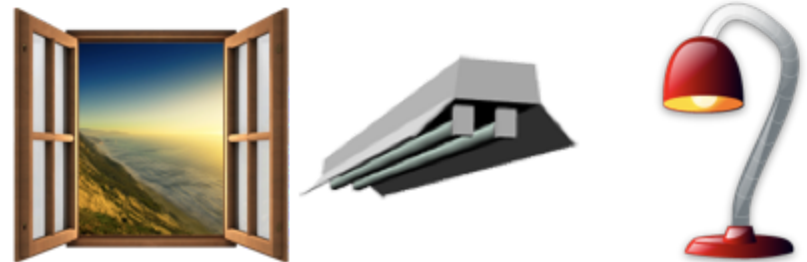
3. VIDEO

- Try to position your camera so that your head and shoulders are in the picture.
- Here are some ways to do this. If you are using a:
 - Computer; put a couple books underneath your laptop.
 - Webcam; put your webcam on top of your computer monitor or a stack of books.
 - Phone; prop your phone on something.
- Try to position your camera right above your screen. When you look at other people in the meeting this will help create the illusion of eye contact.



4. LIGHTING

- Do not point your camera at a window. This will make it hard to see your face.
- Dim or turn off overhead lighting.
- Try to angle the camera away from overhead lights
- Put a desk lamp behind your camera. If it is too bright, move it farther away from you, or put something in front of it.



5. MISCELLANEOUS

- Plug your device into power.
- Restart your computer before the meeting.
- Close all programs.
- Try to look into the camera whenever possible
- Speak clearly.

