



Staff Lunch & Learn | July 18, 2023

Technical Tips on Conducting a Successful and Professional Virtual Meeting

1. Familiarize yourself with the platform's interface before the meeting. Know how to turn on and off your microphone and camera, know how to share your screen if needed.
2. Familiarize yourself with your computer's camera and microphone settings. Test both ahead of time.
3. Connect your computer to a hardline internet connection if at all possible. If not, private WiFi networks are preferable to open ones.
4. Mute your microphone if you are not talking. Nothing is more distracting than background noise and coughing from someone who should be muted.
5. Lighting is very important. Sit so you are facing a window. If that is not possible, have a soft lamp sitting on your desk that evenly lights your entire face. Never sit with your back to a window, your camera will turn you into a silhouette.
6. Think about how you look to others. Properly frame yourself in front of your camera – think of how a news anchor looks on television. People would rather see your entire face than your ceiling.
7. Try to position your camera at eye level so you don't have to look down, which can be unflattering. Try setting your laptop or webcam on a few books to raise the elevation.
8. Don't sit so far away from your computer that your microphone has trouble picking up your voice. You don't want to feel like you are screaming.
9. When screen sharing, have the presentation ready to go. Don't make other participants wait while you find and open your presentation. Also be aware of other items that would be visible on your desktop. When you share your screen, everyone is literally seeing everything you can see on your computer.
10. Minimize distractions. Pets and children should be put in another room if possible. Don't be afraid to turn off your camera if you need to deal with another issue. Any distraction can be minimized if your microphone is properly muted.
11. If moderating the meeting – have a plan and clearly communicate that plan to any presenters ahead of the meeting.
12. Try to avoid wearing solid white, solid black, or a busy pattern.

Tips for Recording a Zoom

1. Make sure you know where Zoom is saving the recording. This can be changed in the settings, under the recording tab.
2. In that same tab, make sure 'Optimize for 3rd party video editor' is checked on.
3. Make sure that you select 'Fullscreen' as the view for the meeting, otherwise it will record the gallery view.
4. If you are recording a single speaker, spotlight or pin that person. That way their camera will stay up, even if someone else makes noise.
5. Ask all other participants, including you, to mute their microphones.