

## Check your camera position

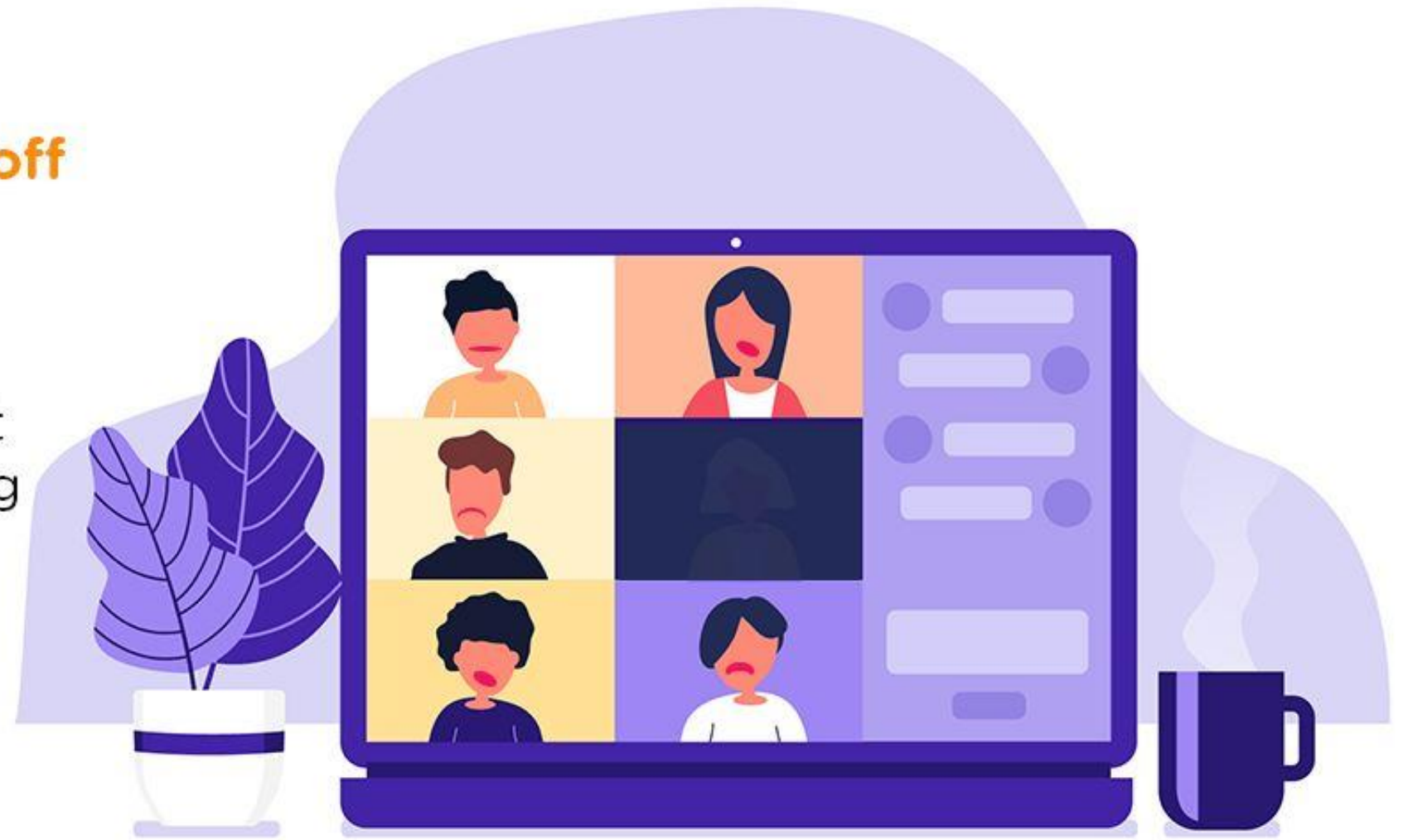
Odd angles can be very distracting.

Your camera should be eye level, front facing and on the screen you are planning to use for the call.



## Did somebody turn off the lights?

It cannot be stressed enough how important lighting is when dialling into a call.



## Hello Gorgeous!

When you're speaking, try to look at the camera instead of looking at yourself.



## Be aware of your video and audio settings at all times

On MS Teams you can keep your mic muted (recommended) and just press the space bar to unmute / mute as needed.



## Don't try to multitask.

It is VERY easy for participants to see if you are not fully focused on the conversation so close or minimise your other programmes while you are on the call.



## Goes without saying...

Keep your surroundings clean. A desk full of old coffee cups and rubbish is going to make you look disorganised and messy.



## Always wear appropriate clothing.

It can be tempting not to — especially if you work from home (or it's really hot!) but dress as if you're meeting face to face. You might have to get up suddenly or your camera might fall or move.



## WHERE are you?

Fake backgrounds can hide a multitude of sins, but they can add a off-putting flickering affect as you move on screen. And if you absolutely have to use one, make sure it's work appropriate.

