

# VIRTUAL MEETING TIPS

## GET THE RIGHT LIGHT

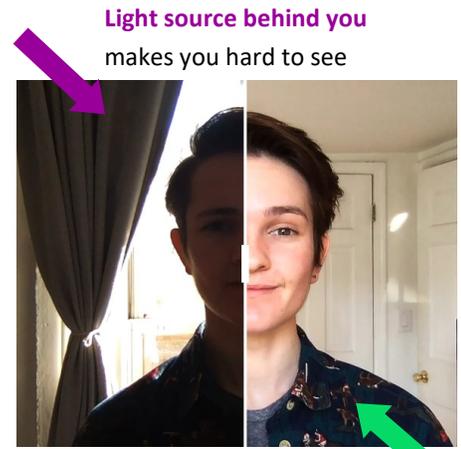
If possible, use natural light from a window. Just make sure this light is in front of you, and not behind you. Your chromebook or device screen also gives off light, so if it is too bright you can adjust the brightness. On a chromebook, use the two buttons with a sun icon on them. They are usually above the number 7 or 8 key. (Darkening your screen can also help save the battery.)



Raise it up to your eye level

## ADJUST THE CAMERA HEIGHT

The best camera angle is head-on at eye level. Since your table, desk, or wherever you're working is almost certainly going to be lower than your face, you need to raise the level of your camera so that it is at your eye level. You can do this with a stack of books, stool, etc. You don't want people looking down at your forehead or up your nose.



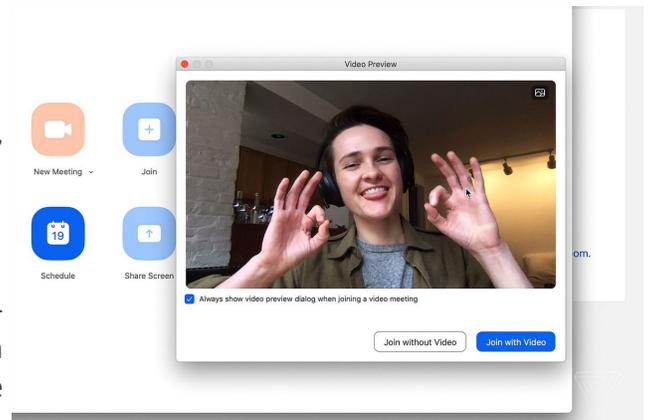
Light source in front of you is way better!

## PREVIEW YOUR VIDEO

To make sure your lighting, angle, and background are good, preview your video before the meeting starts.

## ABOUT THAT BACKGROUND...

A plain background is best, like a solid wall. Avoid distractions in the background like a messy bedroom or posters on the walls. You can use a virtual background, but choose one that isn't super distracting for others.



## GET QUALITY SOUND

You will sound the clearest to others if you do your meeting in a quiet place. Using headphones helps, too, and many headphones have a built in microphone that is even better than the chromebook mic. You can test the mic ahead of time just like you can preview your video before the meeting starts. Put your cellphone away or have it on silent so no one hears your phone, either.



## STAY COMFORTABLE!

You are going to have at least 4 hours of school work to do every day, so make sure your workspace is comfortable. Have the tools you need nearby—notepaper, pencils, calculator, chromebook charger, etc. to make sure you can get your work done.

**\*REMEMBER, YOU MAY NEVER RECORD A CLASS MEETING ON ANY TYPE OF DEVICE\***

Tips adapted from Farsace, Becca. "How to Look Your Best on a Video Call." *The Verge*, 8 Apr. 2020, [www.theverge.com](http://www.theverge.com)