

# Video Call Top Tips

## Set up your space

Each meeting will last around an hour, so it's really important that you make sure you're going to be comfortable.

Try placing your device on a flat surface such as a desk or dining table as this will provide a good camera angle for you to join the call. Avoid holding tablets or mobiles, as your arms may become tired during the meeting.

It's useful to try a test call before the meeting so you know how you will look on screen and can adjust your position to be most comfortable.

## Check the lighting

A good amount of light will really help to improve the quality of your image on the call.

Try to avoid sitting with your back to a window, as too much backlight will mean others in the meeting will only be able to see your silhouette.

## Try to find a quiet spot

Each meeting will have a number of other people on the call and everyone needs to be able to hear what is being said and be heard clearly if they would like to speak.

If you are not speaking, it's important to turn your microphone off to improve the audio quality of the call for everyone.

If you would like to speak, make sure there is no background noise so you can be heard clearly. It's worth checking that your TV/radio is turned off and other noise such as kettles and washing machines can't be heard.

## Remember you're on camera

Although most of us will currently be at home, try to find a space where you won't be interrupted during the meeting.

If you do need to move to do something though, remember to turn your camera off. This will prevent you showing something private by accident and will stop any distraction of other people on the call.