Tips For Video Conferencing

If you're new to working from home, you likely are also new to business videoconferencing. We're all entertained by #VideoFails - and we don't want to become one! Here are 15 do's and don'ts for video conferences.



Video Conferencing Set-Up

1. Lighting: Your light source should be behind you or next to you, not below or behind you - or you'll appear as a washed-out ghost!
2. Camera Height: If your camera angle is from below, your colleagues will have a good view up your nose or of your neck and chin. Hold an iPhone slightly above your face, or for a stack your monitor or laptop on a few books to bring the camera up to eye level.
3. Mute: When you're not speaking, but the video on mute so background noises and your sighs or coughs aren't amplified for everyone.
4. Dress Appropriately: Your video camera will show more than your face. Make sure whatever you're wearing from the neck down is camera-ready and projects the impression you want to make.
5. Tip: Many videoconferencing pros dress for work from the waist up - but if you need to jump up to grab a misbehaving child or pet, make sure you're wearing pants!
6. Use Headphones: Unless you have a professional studio at home, use headphones on video conferences to prevent echoes and feedback.

Video Body Language

7. Posture Matters: Sitting up straight gives the impression that you are alert, motivated and paying attention.
8. Sincere Smiles: A fake not phony smile indicates you're pleased to be on the video call. You don't have to grin ear-to-ear, but you also don't need to scowl.

9. Sit On Your Hands: Maybe not literally (but maybe!) so you're not playing with your hair, picking your eyebrows - or something worse!

10. Look At The Camera: Make eye contact with the video camera, instead of watching yourself onscreen!

Video Conference Etiquette

11. Be On Time: Don't make the other participants wait for you to arrive.

12. Test Your Tech: Before the videoconference begins, test your software and hardware to make sure everything is working as needed.

13. Stop Multi-Tasking: Pay attention the call. You may think no one will notice if you check your email, send a quick text or look at the news headlines - they will!

    14. Tip: If you are expecting an important email or text during the video call, let the other participants know in advance.

15. Introduce Yourself: If you're on a large group call, introduce yourself before you speak.