

BASICS OF GOOD VIDEO CALLS

LEADERS' RESOURCE



BASICS OF GOOD VIDEO CALLS

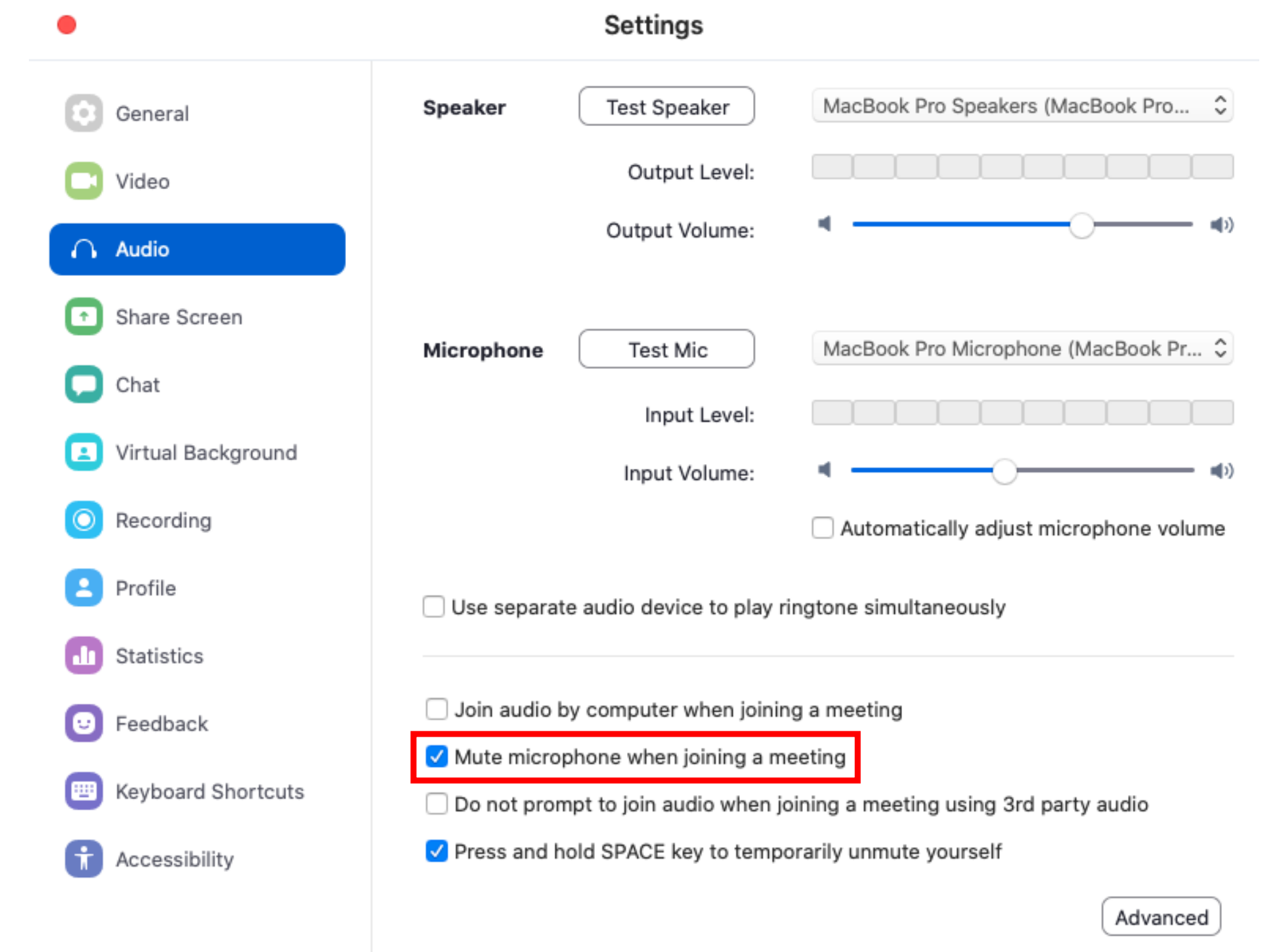
AUDIO

VIDEO



AUDIO

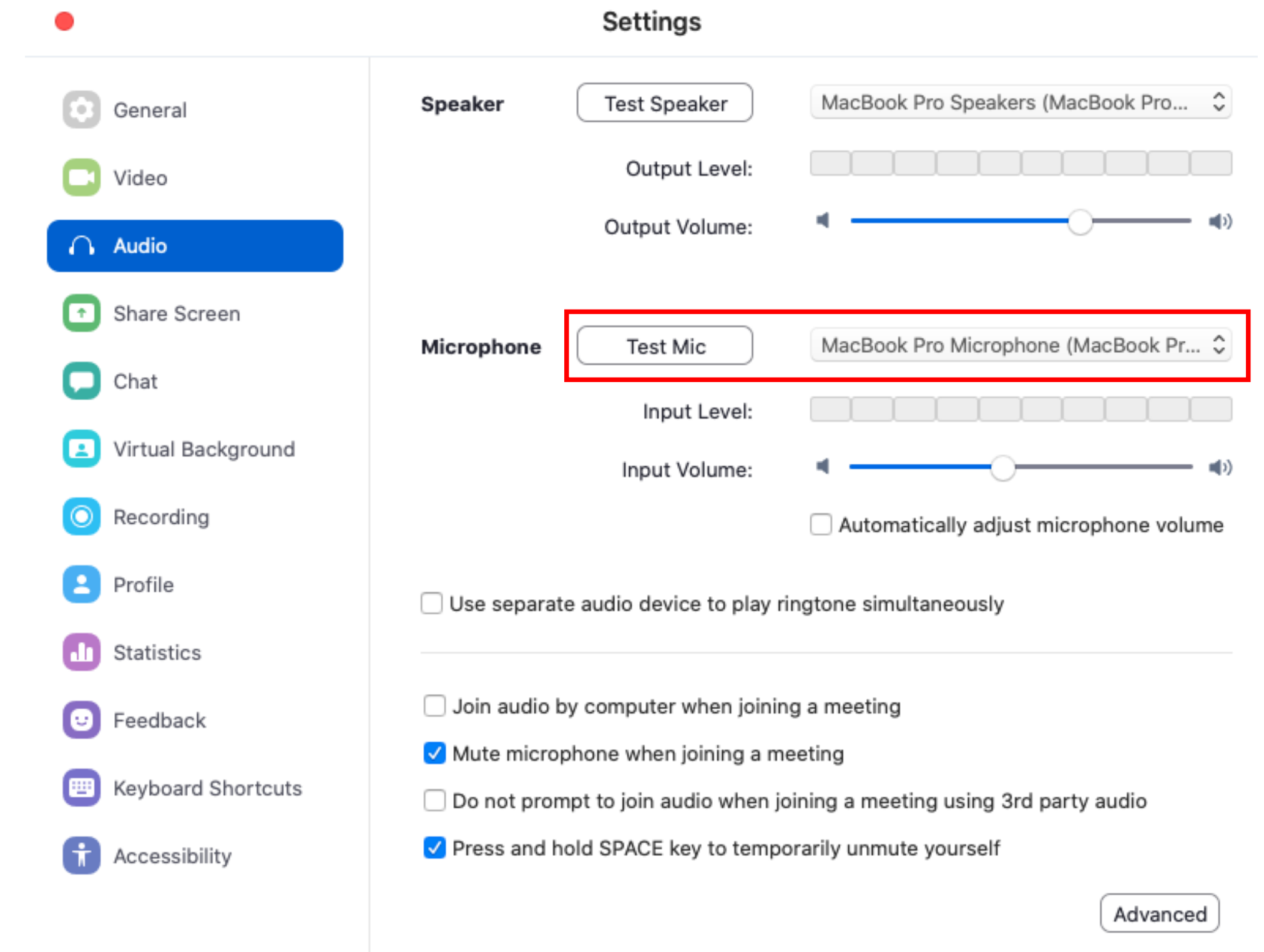
1. Find a quiet environment to join/host the meeting
2. Use an earpiece with a microphone
 - This helps to capture the audio you intend to send better.
 - This also reduces any background noise.
3. For ZOOM calls you can change the microphone setting to **mute** when joining a meeting
 - This avoids inappropriate sounds while entering the meeting.



AUDIO

4. Test your audio beforehand

- Do a trial test earlier with someone.
- On ZOOM calls you can test it on the same settings page.
- Refer to annex for Google Hangouts and ZOOM call support.



AUDIO

5. Set attendee's mics to mute when they join a meeting that you're hosting

- As the host you can set it as a default for your participants.

Edit Meeting

Topic

Meeting

☒ Recurring meeting

Remember to check recurrence or repeat in your calendar invitation

Meeting ID

☒ Generated ID 856-415-67702 ☐ Personal Meeting ID 932-088-4597

Password

☐ Require meeting password

Video

Host ☒ On ☐ Off

Participants ☒ On ☐ Off

Audio

☐ Telephone

☐ Computer Audio

☒ Telephone and Computer Audio

☐ 3rd Party Audio

Dial in from United States [Edit](#)

Calendar

☒ iCal ☐ Google Calendar ☐ Outlook ☐ Other Calendars

Advanced Options

Advanced Options

☐ Enable Waiting Room

☒ Enable join before host

☒ Mute participants on entry

☐ Only authenticated users can join: Sign in to Zoom

☐ Automatically record meeting

Alternative Hosts:

Example:john@company.com;peter@school.edu

VIDEO

1. Look into the camera when talking

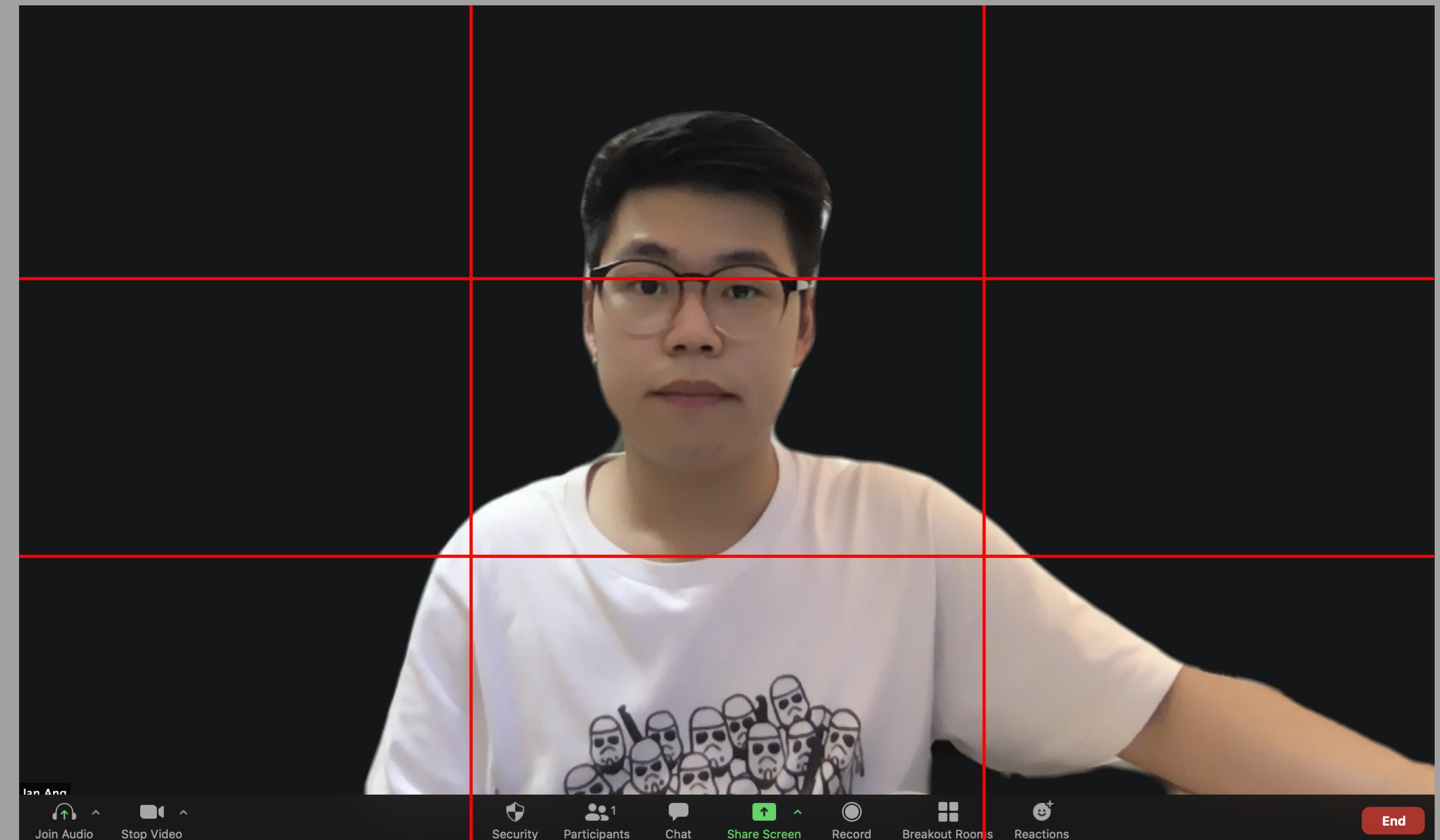
- If you don't look at the camera you will appear to be looking somewhere else and seem distracted



VIDEO

2. Frame yourself well in the video call

- Imagine the screen divided into thirds.
- Your eyes should be on the line of the first third.



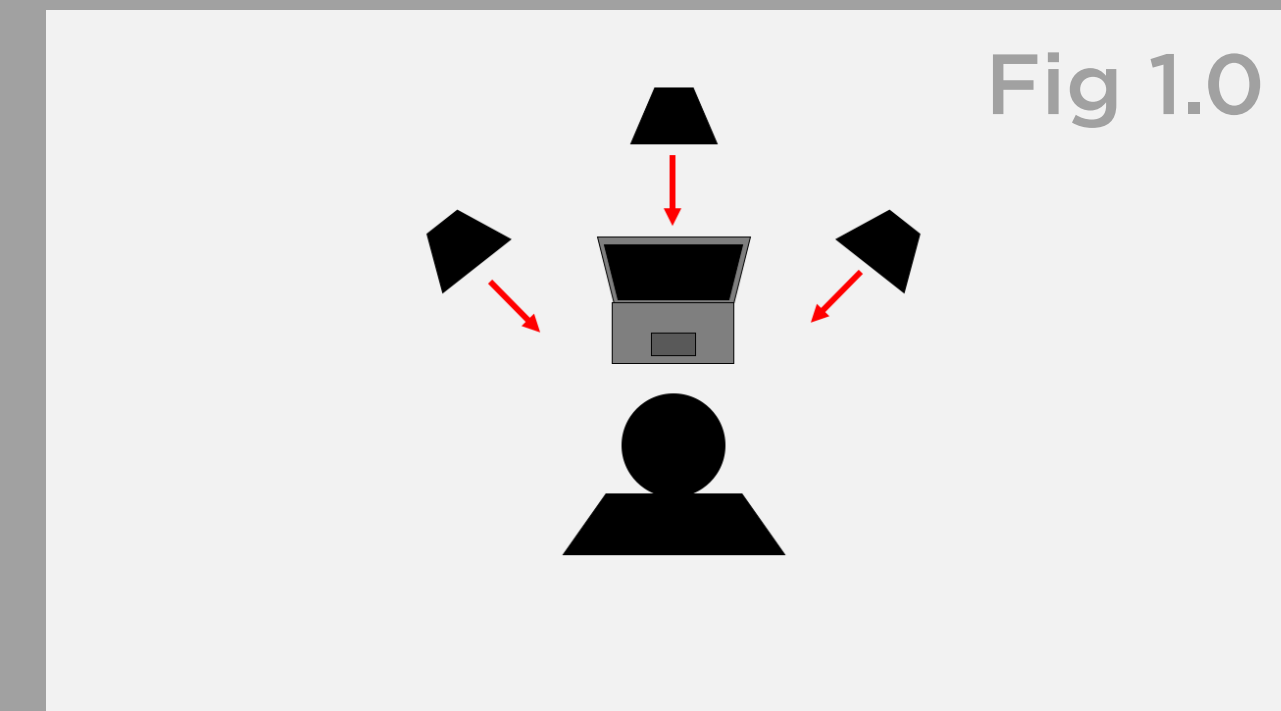
VIDEO

3. Get good lighting

- It is best to have light shining from your 10 o'clock to 2 o'clock (refer to Fig 1.0)
- Turn on your room light or face a window with natural light, a simple table lamp at the correct angle would work too (refer to Fig 2.0)

4. Lighting should not come from behind you.

- This will result in just your silhouette being shown and your features being washed out. (refer to Fig 3.0)



ANNEX 1

1. Google hangouts audio and video test

- <https://support.google.com/hangouts/answer/1355579?hl=en>

2. ZOOM audio

- <https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Device-Audio->

3. ZOOM video

- <https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video->