# BASICS OF GOOD VIDEO CALLS LEADERS' RESOURCE



## BASICS OF GOOD VIDEO CALLS

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
- 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 tl

	•		Settings			
	General	Speaker	Test Speaker	MacBook Pro Speakers (Mac	Book Pro	
	Video		Output Level:			
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	Share Screen		Test Mic Input Level: Input Volume:			
	Chat	Microphone		MacBook Pro Microphone (M	асвоок	
	Virtual Background					
	O Recording		-	Automatically adjust micro	phone v	
	Profile	Use separate audio device to play ringtone simultaneously				
	Statistics					
	🙂 Feedback	<ul> <li>Join audio by computer when joining a meeting</li> <li>Mute microphone when joining a meeting</li> </ul>				
	E Keyboard Shortcuts					
		Do not prompt to join audio when joining a meeting using 3rd party audio				
he meeting.	+ Accessibility	Press and hold	SPACE key to tempor	rarily unmute yourself	Advan	







### 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.

Settings General MacBook Pro Speakers (MacBook Pro... 🗘 Speaker Test Speaker Output Level: 🔼 Video Output Volume \Lambda Audio Share Screen MacBook Pro Microphone (MacBook Pr... 🗘 Test Mic Microphone Chat Input Level: Virtual Background Input Volume: Recording Automatically adjust microphone volume Profile Use separate audio device to play ringtone simultaneously Statistics Join audio by computer when joining a meeting 😳 Feedback Mute microphone when joining a meeting 🖭 Keyboard Shortcuts Do not prompt to join audio when joining a meeting using 3rd party audio Press and hold SPACE key to temporarily unmute yourself Accessibility



Advanced



- 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

Торіс	
Meeting	
Recurring meeting	
Remember to check recurrence or repeat in your calendar invitation	
Meeting ID	
Generated ID 856-415-67702	
Password	
Require meeting password	
Video	
Host 🔾 On 🔾 Off Participants 🔾 On 🔾 Off	
Audio	
○ Telephone ○ Computer Audio	
Telephone and Computer Audio	
Dial in from United States Edit	
Calendar	
O 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	



## 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

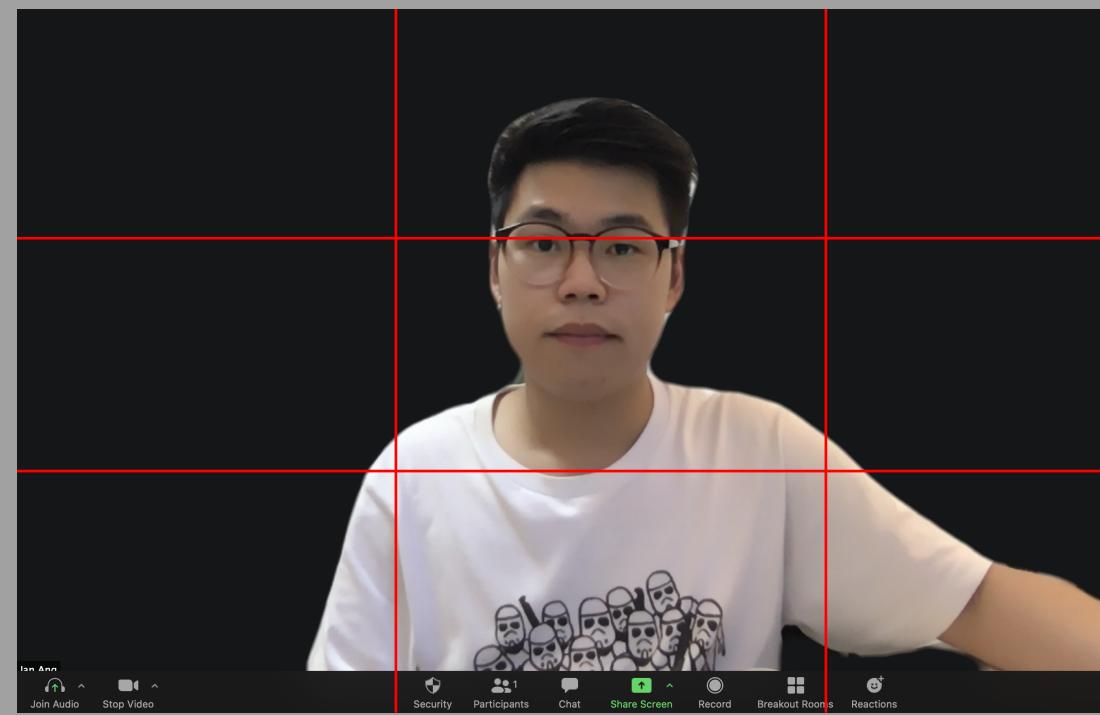


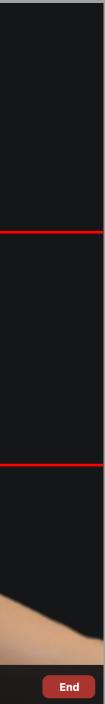




## 2. Frame yourself well in the video call

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





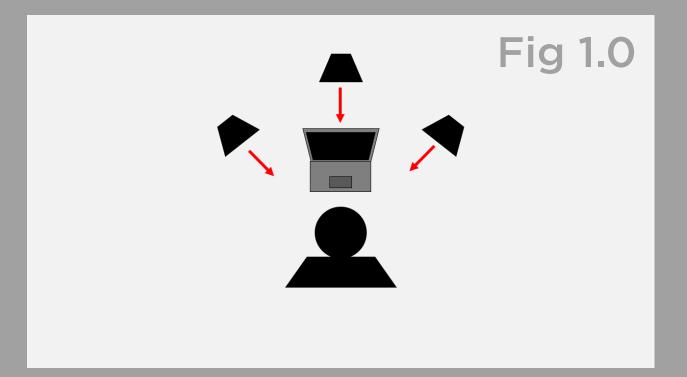


## 3. Get good lighting

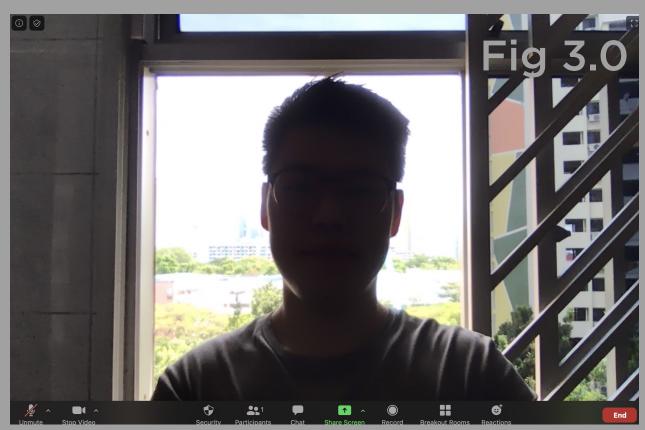
- It is best to have light shining from your
   10 o'clock to 2 o'clock (refer to Fig 1.0)
- Turn on your room light or face a window with natural light, a simple table lamp at the correct angle would work too (refer to Fig 2.0)

## 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)









- 1. Google hangouts audio and video test
- 2. ZOOM audio
- 3. ZOOM video
  - How-Do-I-Test-My-Video-

https://support.google.com/hangouts/answer/1355579?h l=en

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

https://support.zoom.us/hc/en-us/articles/201362313-