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:			
d better.	∩ Audio		Output Volume:	◀0)	
	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	 Join audio by computer when joining a meeting Mute microphone when joining a meeting 				
	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

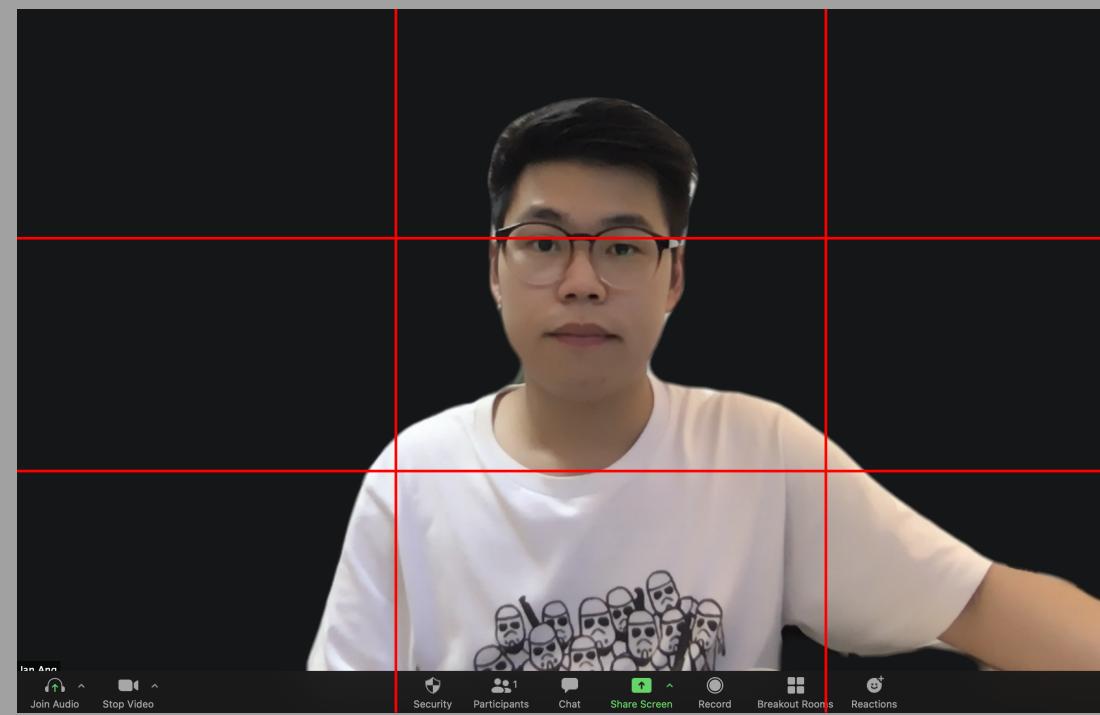


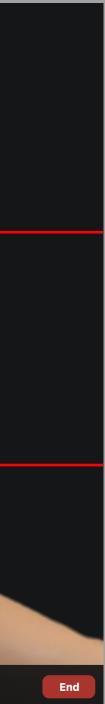




2. Frame yourself well in the video call

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





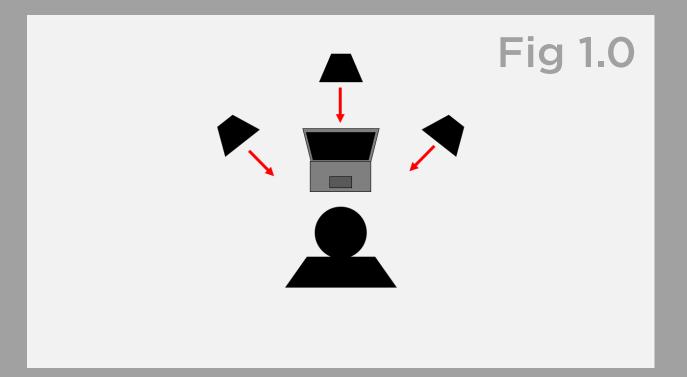


3. Get good lighting

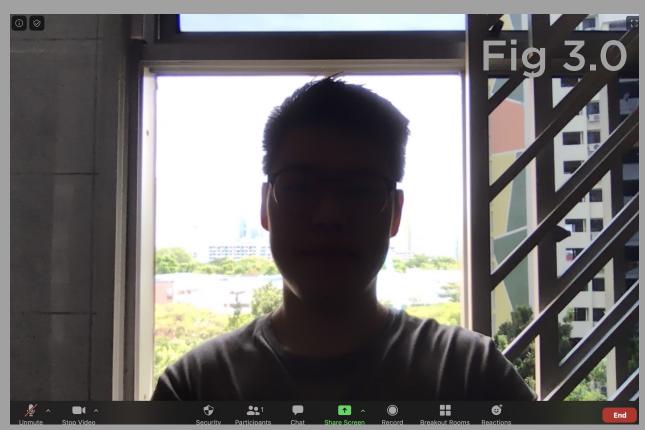
- It is best to have light shining from your
 10 o'clock to 2 o'clock (refer to Fig 1.0)
- Turn on your room light or face a window with natural light, a simple table lamp at the correct angle would work too (refer to Fig 2.0)

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-