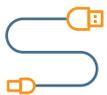


# Videoconferencing best practices

Solutions from the  
Sourcewell studio

## Put our videoconferencing experience to work for you.

Our multimedia team specializes in remote meetings and videoconferencing with multiple programs and platforms. They've put together this guide to give you confidence when attending your next meeting via technology.



### Connection

- **Hardwire to internet whenever possible.**  
Webinars require a lot of bandwidth. Wi-Fi speeds fluctuate and more people at home demand more bandwidth. If possible, connect an ethernet cable from your device directly into a network port at home. Position your device as close to your router as you can.
- **Connect to the webinar early.**  
Connect to the webinar five minutes early. It usually takes a few minutes to fully connect to a meeting. By connecting early, you'll allow time for software upgrades and account/software verification. Give yourself the extra time in case you need to find a backup connection.



### Audio

- **Learn how to mute yourself.**  
Life happens. Working from home could involve children, animals, and other loud distractions. To avoid setting the meeting back and causing undue embarrassment, utilize your mute function.
- **Find a quiet space.**  
Try to avoid rooms with loud fans or other background noise. Meeting attendees won't be able to clearly hear you through the extra noise.

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## Continued from front

- **Use an external microphone if you have one.**  
Most audio devices are better than your computer's built-in microphone. You can use a USB device, plug-in earbuds/microphone, or a Bluetooth headset. If you are using your computer's internal microphone, talk directly into it. The range on built-in microphones for computers is usually minimal. The closer you are, the better it will pick up and transmit your voice.

## Video



- **Learn how to share your screen.**  
Most webinar software allows you to share your screen, if you can find the function location. Most times, it's easier to show important information than describe it.
- **Avoid distracting backgrounds.**  
You don't want to distract other meeting attendees. Some meeting software allows you to blur the background to prevent distractions.
- **Videoconference in low-contrast environments.**  
If you are videoconferencing, make sure your room is bright enough so people can see your face. Most webcams work like smartphone cameras, using auto-brightness features. Make sure your face isn't in the shadows and your background isn't brighter than your face.
- **Position the camera appropriately.**  
You don't want to cut off the top of your head and show mostly background. Believe it or not, people want to see your whole face.
- **Look near the camera instead of the window showing your face.**  
It may seem uncomfortable at first. However, looking at the camera will simulate eye contact with other attendees, resulting in better engagement/communication.
- **If you have your camera on, be engaged in the conversation.**  
If you are looking away from the screen, it makes you look disinterested or distracted.
- **Dress professional, avoiding patterns, stripes, and plaids.**  
Videoconferencing sends out a lower bitrate video signal to accommodate low-bandwidth connections. Because of the reduced video quality, solid-color shirts appear best.