

VIDEO CONFERENCE ETIQUETTE

6 TIPS TO BECOME A PRO



1 CAMERA POSITION

Test your camera angle and position to ensure it shows you at your best. Generally higher is best



2 BACKGROUND

Think about your background. Does it look professional, are there screens or whiteboards with private company information



3 NOISE

Test your microphone before the conference or use a set of headphones to avoid echo.



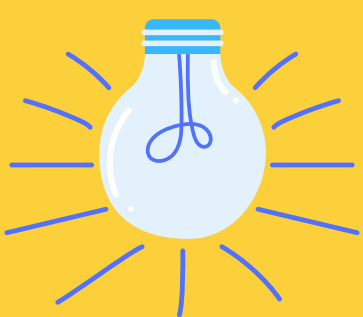
4 SELECTIVE MUTING

Mute your microphone to control the background noise. Particularly during a presentation



5 DISTRACTIONS

Let the participants know in advance that you are expecting an interruption. Such as a delivery.



6 LIGHTING

Use natural light from windows and turn on the light in the room. Make sure the light is in front of you not behind, particularly for sunlight



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[YOUTUBE.COM/DAMSONCLOUD](https://www.youtube.com/damsoncloud)

