

Tips for How to Prepare for a Zoom Call

Preparing Your Space, and Yourself, to be on Camera

- Choose a space you have some control over to prevent interruptions and adjust the space to clear any possible visual distractions.
- Turn off phone ringers, noisy/buzzing appliances, and close windows if needed to reduce background noise.
- If needed, using even a basic headphone microphone is a great improvement over the basic computer/laptop microphone.
- Keep the camera angle above or just at eye level and try to have a medium shot (shoulders to the top of the head) and center yourself in the frame.
- Make sure you're dressed appropriately. While anything above casual is not necessary, being dressed and ready to go will make the experience smoother.
- Make sure that everything that should be in frame, like hand gestures, are in frame and that anything that you wouldn't want on camera is not in frame.
- Keep your lighting simple. Avoid having a window behind you due to changes in natural light. If possible, have a light source face you from the other side of the camera rather than from behind you, as a light behind you will darken the camera's view. If this isn't possible, an overhead light should be fine.
- For further tips on how to prepare your space and look good on camera check out this video: <https://bit.ly/3c2FQPI>