



# VIDEO CONFERENCE SURVIVAL GUIDE

Whether you're new to video conferences or a veteran, here are some tips for being an engaged participant.

## CONNECTING VIRTUALLY SHOULDN'T BE SCARY...

### New to this live but online world?

Relax! Take a deep breath! No one cares what you're wearing, whether your hair is done or whether your kids or pets pop up in the background. Don't be afraid to ask questions about how to use all the features of your platform. It's okay if you take a break to run to the bathroom (just don't take the computer with you). What matters is that you are able to participate in experiences connect with others. It is not about perfection; it is about engagement.



## CUSTOMIZE YOUR EXPERIENCE

### How to make this virtual world work better for you:

- Add your name when you login. Include pronunciation, preferred pronouns and/or location if you wish. This makes it more personal and easier for people to interact with you.
- Don't worry about what's on the wall behind you. You can have a bit of fun and customize your background with something interesting, timely or geo-specific by using green screen features.
- Share your world and your life so this platform doesn't feel sterile.
- Need a break or need to momentarily step away? You can turn off your video and audio on the bottom toolbar.



## TIPS FOR SUCCESS

- Don't forget to turn on your camera. If your camera doesn't work, you will want to connect through a device with a screen to see other people's faces.
- If you have video options, don't call in from your phone. Being on the phone makes it really hard for your presenters and is unsafe if you are driving.
- Mute your sound when you're not speaking to quiet any background noise. Answer or ask questions. Nod your head in agreement. Utilize the chat box to connect with others without interrupting the speaker.
- Be sure to click "accept" to join any break room you've been invited to. Small group discussions are really rich and fun.
- Gallery view works well for large groups.



## TROUBLESHOOTING

### What to do when you run into problems.

- Don't be afraid to ask for help with your platform. Chat is a great way to do this without interrupting the speaker.
- Adjust your lighting or move your computer so the light source is behind your camera and your face is well-lit.
- Tinker with your camera angle. The camera should be a little above you to avoid the dreaded up-your-nostril view. You can boost your laptop up on books or tilt your camera down toward your face.



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