

# How to Look Good on a Teleconference

## How Can I Look Good On Camera?

### **Position your camera properly:**

Adjust your camera so that it is at eye level or slightly above. This helps create a more natural and flattering angle for your face and prevents the camera from looking up at you.

### **Pay attention to lighting:**

Ensure that you have ample lighting in the room. Natural light is always best, so position yourself facing a window if possible. Never have a window behind you, because the light will wash you out. Avoid having strong backlighting, as it can make you appear dark and shadowy. If needed, use additional lamps or a ring light to brighten your face.

### **Check your background:**

Take a moment to consider what is visible in your camera's frame. Choose a clean and uncluttered background or use the program's virtual backgrounds feature to create a professional look.

### **Dress appropriately:**

Although you may be attending a Zoom call from the comfort of your home, it is still important to dress professionally or according to the nature of the call. Ensure that your clothing choices are appropriate and presentable.

### **Minimize distractions:**

Before joining a call, close any unnecessary applications or browser

tabs on your computer. This helps reduce potential lag and distraction during the call. Additionally, silence any notifications on your phone or computer to avoid interruptions and maintain focus.

### **Test and adjust your audio:**

Just as camera positioning is crucial, so is audio quality. Use headphones or earbuds with a built-in microphone for clear sound. Test your audio settings before the call to ensure that you can be heard clearly.

### **Position yourself in the frame:**

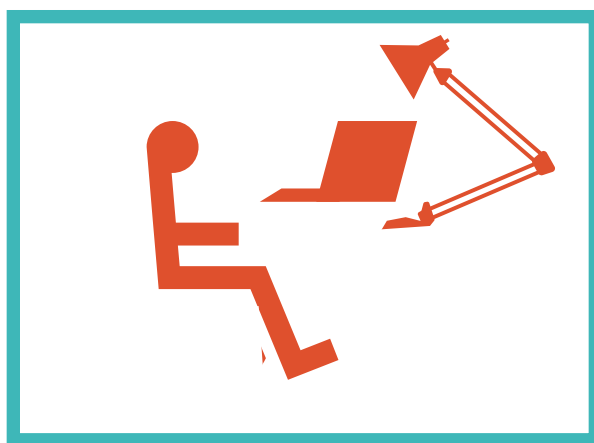
Your head and shoulders should occupy the entire screen. This will sometimes require being closer to your computer. The camera should be slightly above the person.

Remember, these tips aim to enhance the visual and audio quality of your video calls. Implementing them can help create a more professional and engaging virtual meeting experience.





Position yourself in the frame so that your shoulders and head are **CLEARLY** visible. Not too far away, and not too close either.



Notice the setup above. The light is behind the camera. The camera is slightly above the person. And the person's head and shoulders are in the frame.

Do	Do Not
Check your tech ahead of time	Use your phone
Make sure your lighting is good and behind the computer	Move around your environment
Be early (everyone notices if you are a little late)	Be late
Check your background	Have a distracting background — nobody is impressed with computer generated images behind you
Put your computer at eye level or a little above	Have your computer in your lap or look down at the camera
Find a quiet place where you will not be interrupted	Have distracting noises, pets, or family members around
Keep your audio muted when you are not talking	Have the camera angle below your face
Center yourself in the camera with your head and shoulders in view	Have part of your face cut off