1. INTERNET
   a. Plug a network cable into your computer, you may need an adapter.
   b. If you cannot use a network cable, use Wifi.
      i. Try to get close to your Modem/Router for a better signal.

2. AUDIO
   a. Put on headphones or a headset. Iphone earbuds work great!
   b. Position your microphone or webcam 1-2 feet from your mouth.
   c. Choose a quiet area if possible.

3. VIDEO
   a. Try to position your camera so that your head and shoulders are in the picture.
   b. Here are some ways to do this. If you are using a:
      i. Computer; put a couple books underneath your laptop.
      ii. Webcam; put your webcam on top of your computer monitor or a stack of books.
      iii. Phone; prop your phone up on something.
   c. Try to position your camera right above your screen. When you look at other people in the meeting this will help create the illusion of eye contact.

4. LIGHTING
   a. Do not point your camera at a window. This will make it hard to see your face.
   b. Dim or turn off overhead lighting.
   c. Try to angle the camera away from overhead lights
d. Put a desk lamp behind your camera. If it is too bright, move it farther away from you, or put something in front of it.

5. MISCELLANEOUS
   a. Plug your device into power.
   b. Restart your computer before the meeting.
   c. Close all programs.
   d. Try to look into the camera whenever possible
   e. Speak clearly.