



# VIDEO CALLING TIPS



## MUTE YOURSELF WHEN YOU AREN'T SPEAKING

Even quiet background noises are distracting. If you use the mic built into a laptop, avoid typing when un-muted. Speak at a normal volume.



## MINIMIZE INTERRUPTIONS

Notification noises are very loud to other participants on the call. Set any alerts to silent and find a quiet place to video call.



## WEAR HEADPHONES

It is much easier to hear each other and will help prevent mic feedback. Many headphones have built in mics that are great for video calls.



## DON'T TALK OVER EACH OTHER

Lag can make asking questions out loud difficult. Instead, try raising your hand or send a text chat. Use "thumbs-up/down" when able.



## AUDIO OR VIDEO FREEZING ?

You may have a bad internet connection. Try turning off your video, or using an ethernet connection, especially with bigger groups calls.



## BE A GOOD HOST

Not everyone will follow the rules. Hosts have the ability to mute others, stop them from sharing screens, or remove them from calls.