

Ripple Guide

7 Steps to Better Video Conferencing



Step 1: Get comfy, get connected

Find yourself a quiet, clean, and above all private room with a good internet connection.



Step 2: Is this thing on?

Whenever possible, use a good pair of headphones or an equivalent setup. The speaker and microphone built into your laptop really won't cut it.



Step 3: Let there be light ... in the right place

To ensure the best video experience, don't sit with your back toward a window or strong light source. Instead, try to position yourself so that the light source is coming from the front or side of where you are sitting.



Step 4: Make eye contact, not action films

Whatever you do, make sure that your laptop is on a still surface and not likely to be bumped; then position your camera at or close to eye level. For some laptops this might require putting some large books or a box underneath. Just keep it stable—nobody likes a shaky cam call.



Step 5: Always do a dry run

If you're the host of the video conference, test everything out by calling a friend or coworker first. Ask them how the picture and audio is on their end.



Step 6: Stay Focused

All the general rules about electronics and other distractions apply as much to video calls as they do to watching a movie in a theater. It can be very tempting on video calls to check your email, respond to alerts, etc. So do yourself a favor and close all other apps and set all of your devices to Do Not Disturb.



Step 7: Keep it old school

Taking notes on your laptop can be just as big a distraction as incessant email alerts, and you could end up driving attendees crazy with the clickity clack of your keyboard. So, don't underestimate the value of a good ol' pen and scratchpad.