



Knowledge Coop

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10 COMMANDMENTS FOR VIDEO CALLS

1

Remember Your Environment

This is a professional video call, so don't do it near pets, family members, or anything remotely loud or distracting. Keep your background simple, like some bookshelves or some art on a wall. Be well lit, and unless you are going for a "shadow beast from my nightmare last night" look, don't sit with a window behind you.

2

Dress Appropriately

We've all seen, heard about, or have been the pant-less Zoomer. Not today. Any clothing in view of the camera should be as carefully selected as though you were meeting in person. This includes novelty fruit basket hats. Those aren't even funny the first time.

3

Avoid Technical Difficulties

This is easy. Plan ahead, and be on time. If it is a call worth scheduling, it is worth doing right. Make sure you / everyone else has received the correct link, that your device is ready for Zoom, and your internet is stable. Test everything if using a new setup or if you only do these calls rarely.

4

Don't Eat

Seriously, we all know that one person that ends up elbow deep in a family-size Cheez-It box three minutes into the call. No-one wants to see that.

5

Mute Unmute Mute

Especially in group calls, mute yourself immediately upon finishing whatever you have to say. Keep an eye on the microphone symbol, and make sure you unmute yourself when you're ready to speak. Enough Said.

6

Adjust the Camera Angle

Nose hairs, neck rolls, and extra chins await you in the land of low camera angles. Center yourself in the camera frame, and have the camera near eye level. Also, take a look at what the camera can see, whether it is your prized Jimmy Buffet album collection or something more sensitive, make sure you are sharing what your audience wants to see.

7

Beware of the Screen Share

Clear your digital workspace. No one wants to see your 492 Google Chrome tabs with Martha Stewart recipes, and you don't want to share anything actually embarrassing or private either.

8

Stay on Target

Respect the time of others on the call. Keep small talk to a minimum, connect later for private conversations, and come prepared for the subject of the call. Don't ask what the call is about, 35 minutes after you joined it.

9

Remember the Waiting Room

Waiting rooms are amazing for preventing zoom-bombers and giving you control over your meetings. They aren't amazing when you've been waiting for 12 minutes with no hint that anyone even noticed that you are figuratively still out in the cold.

Make It an Email

If the meeting could be an email, make it an email. Ain't nobody got time to waste on unnecessary calls. Nice job making it to the end of the list.

10