

Tips for Better Online Meetings

To improve the audio and video quality of your online meetings (Microsoft Teams, Zoom or other platforms), we recommend the following tips:

- **Use the most reliable and fastest internet connection you have**
Use wired network if available or WiFi with good quality and reliable signal. Test your internet connection before meetings with tools such as [Speedtest.net](https://www.speedtest.net). Teams recommend a minimum of 4Mbps upload and download speed.
- **Light your face (and avoid being backlit)**
Webcam video quality degrades quickly in low lighting. Light up your room even during daytime if your video looks dark. Avoid being backlit by not being in front of a window, a brightly lit background or another light source.
- **Elevate your camera**
The best camera angle is head-on and at eye level. Elevate your laptop, position your external webcam, or sit higher/lower to find your best shot.
- **Find a quiet place**
Microphones will pick up noise from your environment. A calm ambiance also helps with teaching and presenting.
- **Use your best headphones and microphone** (or consider getting one)
Headphones help block out distractions at your location, and often have built-in microphones better directed to capture your voice and minimize ambient noise.
- **If your computer has problems with Teams, consider using a second device** such as your mobile phone or tablet (connected to WiFi) as a backup. Modern mobile phones have good quality microphone and camera suitable for video calls and are often superior to many laptop's camera and mic.
You can connect more than one device to a lecture Zoom meeting (turn on mic and speakers on a single device only to avoid audio feedback), and use one device to share presentations and the other for camera.
- **If your internet connection is slow or unreliable, consider:**
 - Turning off your camera to reduce bandwidth use
 - Turning off incoming videos in Teams to reduce bandwidth use
 - (For WiFi) Moving closer to your WiFi router for a stronger signal
 - If sharing internet connection at home, request other users on your network to avoid high bandwidth activities (such as video streaming) during your meeting