

Top tips for video chats on Microsoft Teams



Set yourself up in a well-lit space, with the light on your face rather than behind you.



Avoid spaces with lots of distracting movement behind you.



Try not to position the camera too low or too high. The camera should be on the same level as your eyeline.



Familiarise yourself with where the mute and camera on/off buttons are before a video call.



If you are in a large group meeting, make sure your mic is off unless you are speaking to limit background interference.



You can use the blur feature if you don't want your background visible (so no need to worry if you haven't tidied up!)



You can use the 'hand up' feature to notify the others that you would like to speak.



Some meetings may require your camera to be off too if they are being recorded (such as the live Ask Tracey sessions)



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