

## Virtual Connection Tips

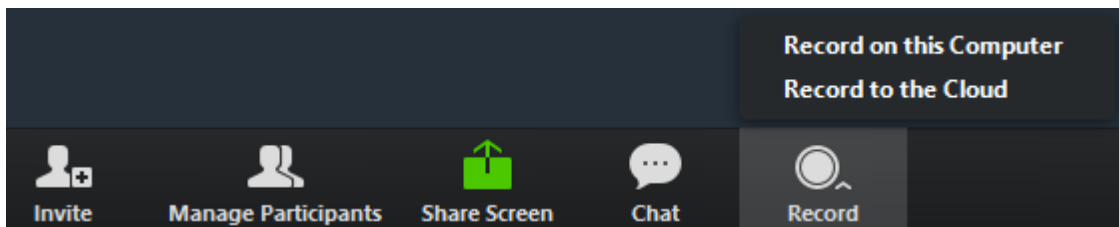
With the current environment and remote work more prevalent than ever, many companies are presenting and holding meetings via webinar with their clients, vendors, and colleagues. While the essential rules of presentations still apply, our additional insight may be useful to you and your teams. Check out these helpful tips below that apply to any online meeting, regardless of the platform:

- Smile and use the power of your voice to convey meaning and keep the audience's attention
- If utilizing a slideshow presentation, send out the presentation in advance, number your slides, and occasionally mention the current slide number
- Build in interaction to engage with your audience
- When using a mobile device for video calls, you will want to position your phone horizontally to match the other attendees
- If you are using a mobile device, be sure to securely position it in place rather than holding it throughout the meeting
- Check the logistics and settings for your meeting prior to start
- Ensure there are no distractions behind you to draw attention from your participants
- Mute when not speaking and do not speak when another person is talking
- Assume your microphone and video is on as soon as you join
- Make eye contact by looking into your camera (rather than the video on the screen)
- Keep body movement minimal
- Just like an in-person meeting, begin with rapport building and introductions
- Be cognizant of time zone variations
- Keep your computer camera close to your body with your head as the primary subject

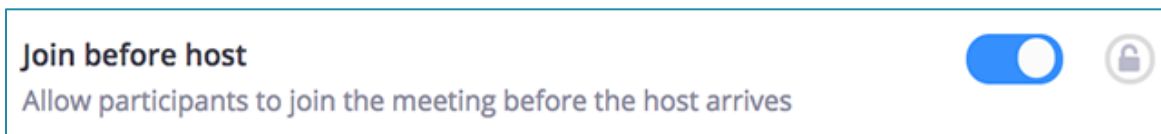
## ZOOM

If you're a Zoom user like many of us at Aires, consider these great tips:

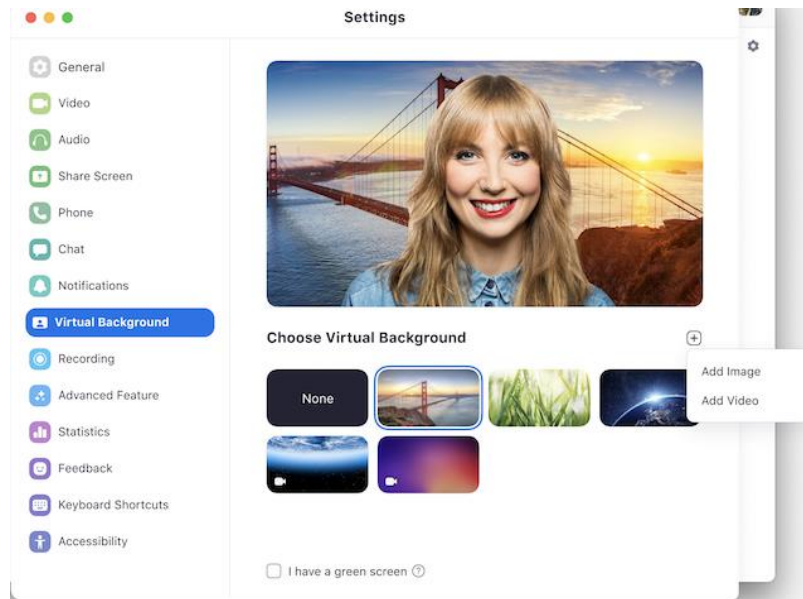
- Download the app for the same core functionality from your phone as you enjoy on your computer
- Visit <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials> for access to wonderful tools such as Zoom Phone and Zoom Rooms, audio and video cheat sheets, and training via live webinars
- Save recordings to the Zoom Cloud rather than your local machine for easy retrieval and sharing with others. About 20 minutes after recording ends, you will receive an email from Zoom with a link to the recording to share with others



- Select the option to allow others to join before the host so your guests can chat if you are running behind; this will also allow them to start the meeting if you are delayed



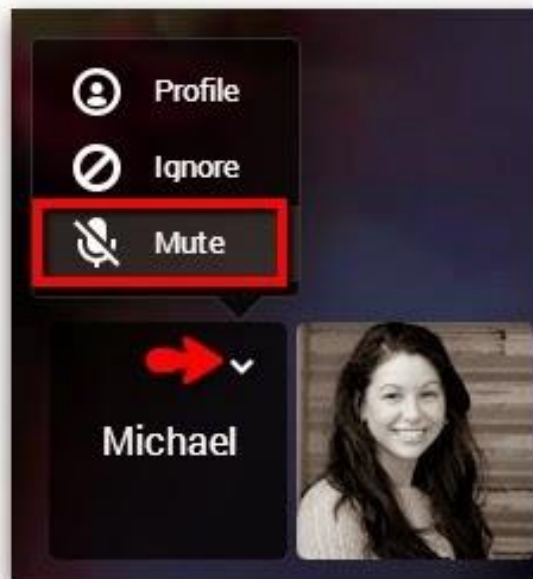
- Allow [virtual backgrounds](#) so those without an ideal setup can “hide” what isn’t necessarily for everyone’s eyes



## GOOGLE HANGOUTS

Before getting started, Google Support recommends checking [system requirements](#), which is a great first step when using any of these platforms.

- As with Zoom, you can download the Google Hangouts app for the same functionality you would use on your computer.
- Call out the dial number. A dial in number is created for every meeting in Google Hangouts, which can be a great alternative for those that may not be able to call directly from their device or someone who may be driving at the time of the meeting.
- Mute when necessary for large groups. Google Hangouts allows you to chat with up to 24 other people. If you have a group of this size, you may want to select the option of muting all participants while you present, stating that you will be doing this at the start of your meeting.



## SKYPE

Skype is another popular platform for meetings and a tool most of us are familiar with. If it is your company's preferred meeting tool, you may want to review a few best practices below:

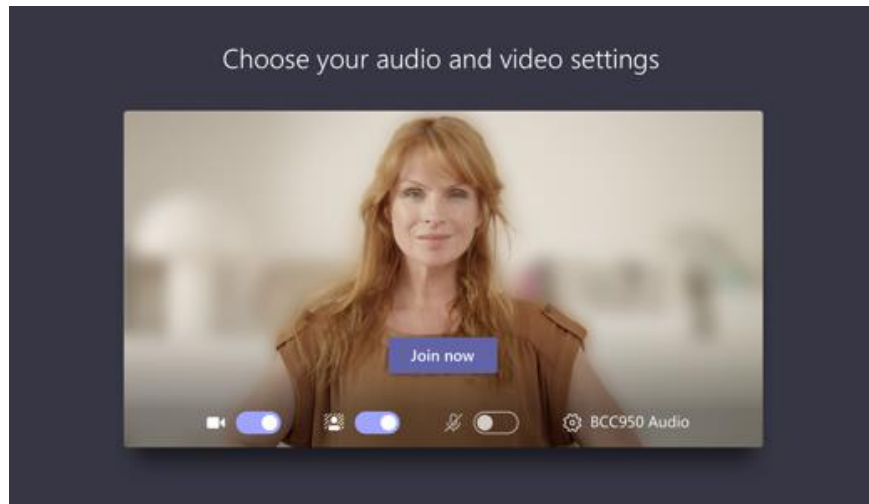
- Skype may work differently depending on what device you are using. From Windows, to MacOS, to your mobile device, you may want to check out [this](#) support section from Skype to find the best setup for your needs.
- Skype has many features for meetings including:
  - View participants currently in the call
  - Share the Meet Now link
  - Mute or unmute the microphone
  - Turn video on or off
  - Open the conversation
  - Share the screen
  - Send a reaction to the call

New to Skype in general? You may want to watch this quick beginners guide [video](#).

## MICROSOFT TEAMS

New to Microsoft Teams? You may want to download [this document](#) provided by their support team that serves as a Quick Start Guide.

- Utilize the meeting notes feature and assign someone to be in charge of compiling during the meeting. These notes will all be saved to a tab in the meeting window and will be available to send out after the call has concluded.
- Turn on background blur. This is a great tool for reducing background distractions when working at home.



- Record your meetings. These are directly saved to Microsoft Stream and are readily able to share with others after the call. This tool can be easily searched by others as well.
- Check out these additional [tips](#) that will ensure a smooth and highly effective meeting.

We have found that these tips work well for Aires' employees, but each company and presenter has their own style. Make the meeting your own, and you own it. Have fun with your next video chat, meeting, or presentation.