



8 Tips for Successful Video Chats

1. **Log in looking like your best self!** You are engaging with others, so you should appear to them as you would in person. Be presentable and be sure to brush your teeth (people notice).
2. **Mute yourself when you aren't speaking.** We don't need to hear anything but you- distraction free! Aside from any animal or human sounds, most video tools pick up random noises like typing, or chairs squeaking.
3. **Eat before or after the video conference, not during.** Just like it's not polite to eat in front of others, you want to avoid consumption on video. Aside from manners, noises from handling the packaging and your chewing are likely amplified!
4. **Remember- you have a camera on you.** It may seem strange to say, but it's not uncommon to forget that fact and continue. Stay focused!
5. **Position yourself.** Lighting should be facing you so you can be seen. Center yourself in the screen frame, then sit back a bit so people can see more of you than just your head (others can't pick up every facial expression, tick, and nuance). Try your best to look at colleagues rather than yourself.
6. **Prepare!** If the teacher asks you to complete a task, make sure it is done by the time you log onto the video chat. You will always want to be part of the discussion!
7. **Question individuals, not the whole group.** When you ask a group a question, people hesitate to answer. Engaging with one person (if possible) can increase participation.
8. **Light up your heart.** You and your friends probably miss one another, and this particular time period is tough! Maybe video meetings can start and end with a positive or silly question so you can smile and continue your day.

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