



Information Services

Tips and Tricks

❖ Use a headset with microphone for optimal audio quality

❖ Mute yourself

- Muting yourself when not speaking prevents background noise around you from distracting others in the meeting

- You can mute your microphone when you are not speaking



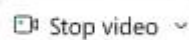
- Unmute your microphone when you wish to speak



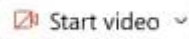
❖ Look out for camera

- Reduce clutter and double check for personal items you didn't intend to share in your background
- Think about where your webcam is positioned and keep it at eye height for the most natural look
- Be aware when the camera is on; people will see you and what you are doing when you have turned it on

- Turn off camera




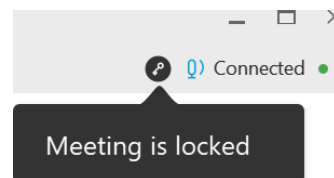
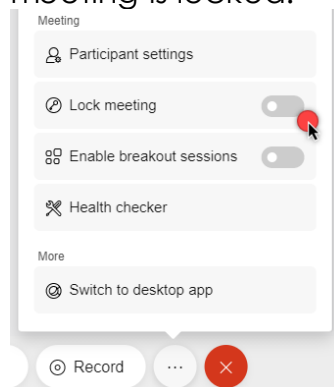
- Turn on camera



❖ Are you hosting a meeting?

- Mute all the attendees when presenting to avoid background noise
- Lock your meeting once all the attendees have arrived to prevent unwanted guest.

1. During the meeting, go to **More** , and then select **Lock meeting**. You'll see the lock icon at the top right of your screen to notify you that the meeting is locked.



2. To unlock the meeting, go to **More** , and turn off **Lock meeting**

- ❖ **Refrain from multitasking while in the meeting**
- ❖ **Close email and any instant messaging applications if you are sharing your desktop**
- ❖ **Arrive early to your virtual meeting!**

Meeting Controls

Some icons that you may see during the meeting session are as follows, you can turn on and off the controls by clicking on the icons:

