

MICROSOFT TEAMS

TIPS, TRICKS & ETIQUETTE



ENVIRONMENT

- **Camera Angle Really Affects The Way You Look:** Elevate your laptop or external webcam to eye level and make eye contact when speaking
- **Blurring Your Background:** To activate Background Blur for yourself during meetings, click on the ellipsis "..." on the call menu and select "Blur my background".
- **Customize Your Background:** [CLICK HERE](#) for step by step instructions
- **Reduce Distractions For Yourself and Others:** Find a quiet space; consider a headset if you need to reduce background noise
- **Lighting:** Lighting should be in front of you or to your side so that others in the meeting can see your face (e.g., don't sit in front of a sunny window)
- Put your phone on silent or do-not-disturb
- Mute your mic when you are not speaking
- Don't type while your microphone is on



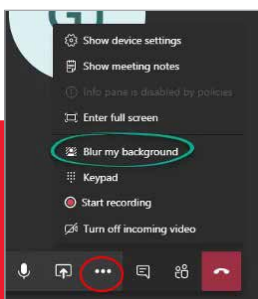
INTERNET SPEED

Ensure your internet upload speed is fast enough - Your upload speed is the primary constraint when you teleconference. Most home internet services market their download speed, which is what you consume watching Netflix or listening to Spotify. It is frequently much higher than the upload speed.

- **Pros Recommended:** 4 Mbps minimum up/down speed (Zoom minimum is 1.5 Mbps, but that can result in choppy video and audio)
- **To test your speed:**
 - Go to Google.com
 - Search for "internet speed"
 - Click Run Speed Test

DRESS FOR SUCCESS

Take your cues from meeting participants, and dress accordingly. Aim to keep your attire similar to what you'd wear to an in-office meeting. Keep your appearance professional, presentable and reflect the organization you work for. Darley branded apparel is a good example.



BLUR YOUR BACKGROUND AND CHECK YOUR INTERNET SPEED