



Virtual Webinar Housekeeping Tips

- Plan to have your camera on when you join a team member. People love to see you say hello and it's a great morale booster. You can always turn off later.
- Always join a webinar via your desktop/laptop if possible.
- Check your settings to ensure that your microphone is turned on. That way you can participate when asked and others can hear you 😊
- Using a headset or earplugs improves sounds quality and can keep the noise down for your partner, family or pets.
- If your *internet is running slow* check these things:
 - Are others in the house eating up bandwidth by streaming Netflix or being online?
 - Can you kindly ask them to wait until your meeting is finished?
 - Do you have 50 other files open on your laptop?
 - Close down all unnecessary programs while attending a webinar meeting.
 - Can you plug directly into your modem or internet?
 - This will speed things up considerably.