

Tips and Tricks

for successful online appointments



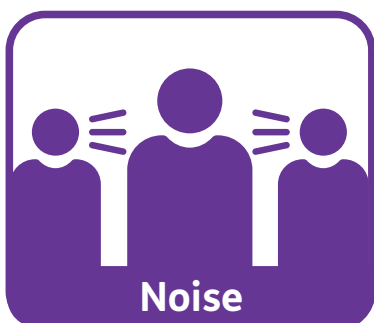
Know how to change the volume on your device.



Know how to mute/unmute your microphone. If you have lots of background noise you can mute yourself when you're not speaking.



If you can, use headphones/a headset with a microphone for better sound quality.



Be aware of your environment and try to minimise any background noise such as noisy siblings.



Know how to position your camera view, looking up at the camera is better. You can turn off your camera if you don't need it.



Be aware of your body language and act as if you were in a face to face appointment.



Your screen is a mirror of you but everyone else will see you the right way around.