

# Zoom Best Practices

## **Use Headphones with a Mic Attachment (if possible)**

It will greatly increase the quality of your audio if you can take the call with headphones that have a microphone attachment (ex. Bluetooth headphones or wired Apple earbuds). Please be consistent with the position of your mouth relative to the mic when you're recording. If you drift away from the mic or face in a different direction, that will reflect directly in the sound quality of your interview.

## **Know Where to Look**

Maintain eye contact with the camera and resist the urge to look at the person on the screen.



XXX

Looking at the video in the screen  
(eyes look downcast)



Looking at the **webcam**  
(eye-contact!!)

## **Set up a Professional Background**

Make sure everything that will be seen behind you is professional in appearance and/or decorated appropriately. A professional background can be as simple as a blank wall in your home that you put a chair and a small table in front of. For best results it is important to ensure you are **1)** well lit, **2)** not shooting with your back to an open window, **3)** have given yourself plenty of headroom, and **4)** are filming horizontally, if on a cell phone or tablet.

## **Find A Quiet Room & Minimize Distractions**

Look for a quiet place indoors with a strong internet connection. Please think about things in your environment that might make noise. Are you working from a public space? Is there a fan on your computer? Can you hear mouse clicks or page turns? Is your AC running? Dogs barking? Always, be sure to put your phone on airplane mode and the pets in the other room.

## **Wardrobe**

Wear solid colors. Avoid busy patterns as they can be distracting on camera. Women, avoid wearing bracelets or earrings that can impact audio.

Questions? Contact us at [info@solimanproductions.com](mailto:info@solimanproductions.com)

