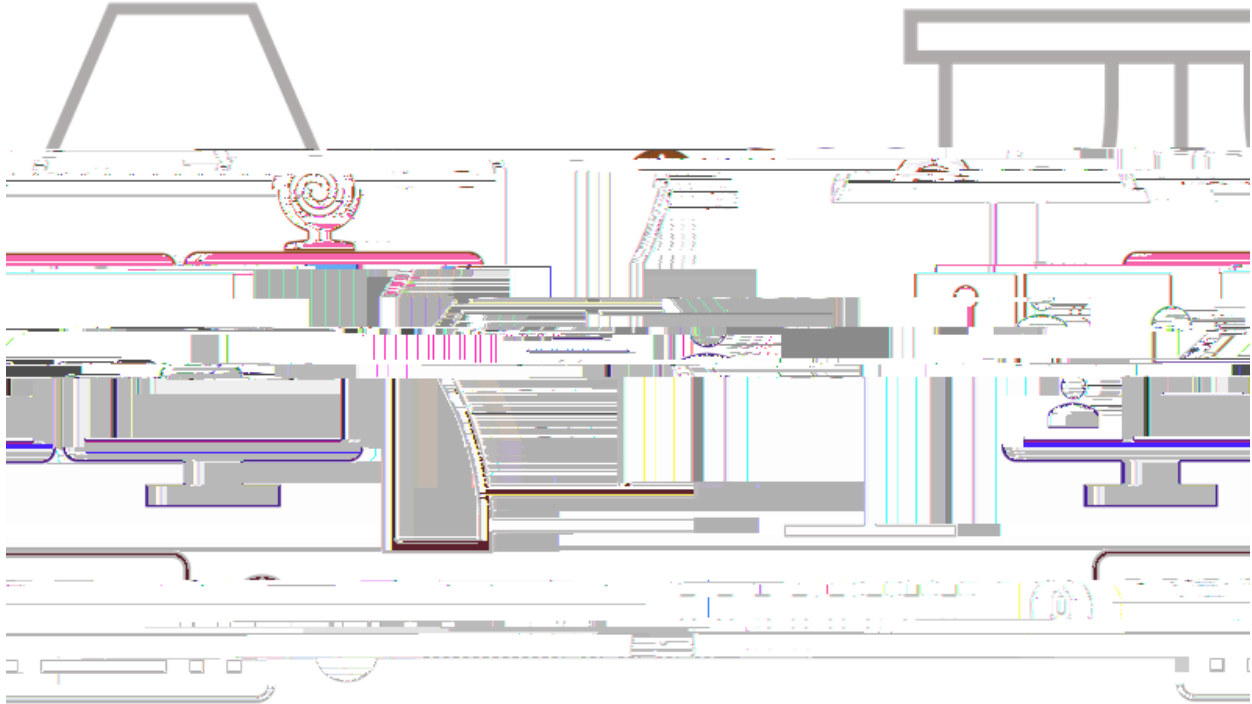## Setting Up Your Workspace

Lighting

Place a light source behind your computer. This can be a window with curtains to diffuse the light, a desk lamp, or a ring light.

For more lighting strategies, watch this video on how to _____ _____ from the New York Times Wirecutter Blog (4 minutes).

Camera Placement

Place your camera at, or slightly above eye level for a more flattering look; use books to raise up your laptop, or a monitor stand if you are using an external camera. Try to frame your head and the top of your shoulders within the center of the frame.

_____ly in front of you and use the screen with the camera for your virtual meetings, this way you can direct your gaze at the meeting attendees.

Headphones & Microphone

Good quality headphones with a microphone really improve the quality of your call and might be worth purchasing.

To test your current audio equipment, visit _____.

_____. Western Communications has created Western backgrounds that you can download here.

Avoid having a window or lamp behind you or this will create a silhouette and unwanted shadows on your face.

Setting Up Your Desktop for Presentations

A Two Monitor Setup is best practice for virtual facilitation. Before you begin your set up, close out any applications that play sound notifications to minimize interruptions (ex. Microsoft Teams, Outlook, etc.).

Screen 1 ± PowerPoint Slideshow View

Have your PowerPoint Slideshow View on Screen 1 (this can be your laptop). Select this screen to share out.

[Screen Sharing a Presentation   Zoom Help Centre](#)

Screen 2 ± Your Presenter Station
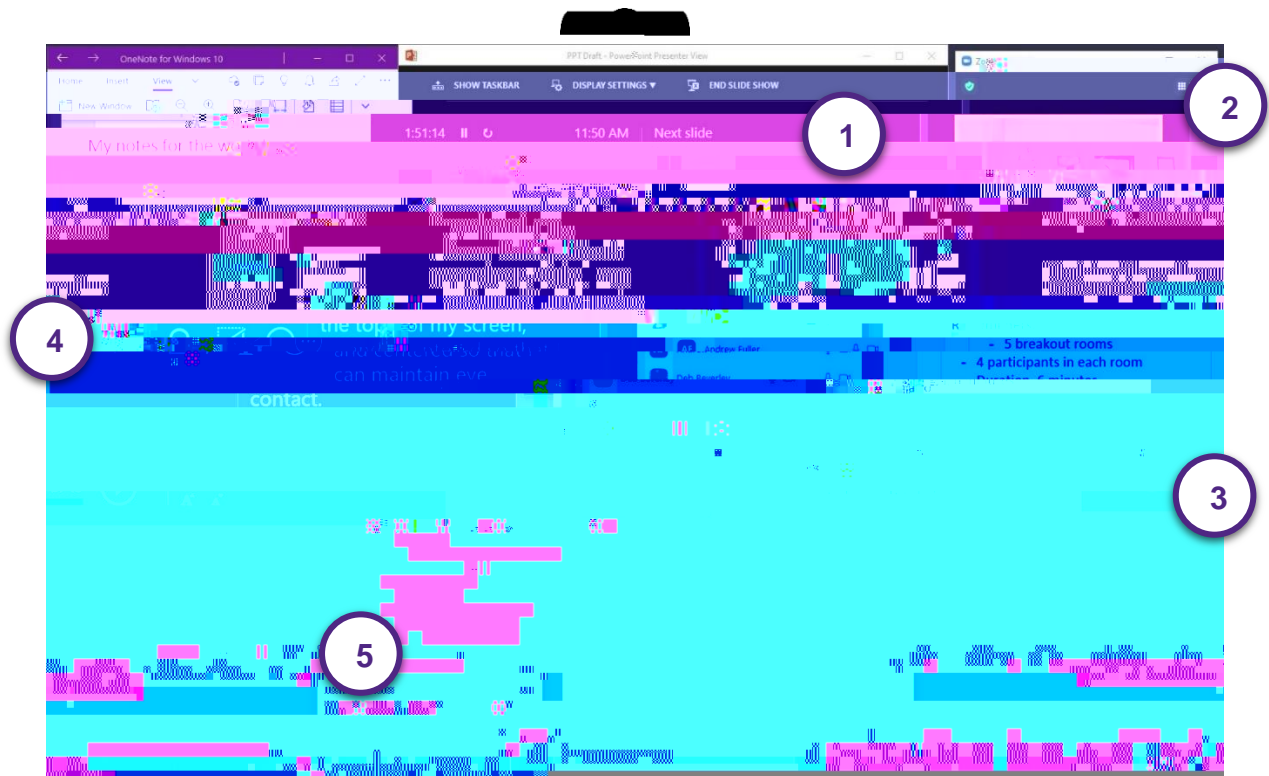
PowerPoint Presenter View & Notes at the top of the screen, directly underneath your camera to maintain eye contact.

Zoom Video Window on the right side of the screen

Zoom Participants List and **Chat** open on the right side of the screen

Optional - **Notes or Word**