



8 rules for video calls

"Can you hear me, I hear you?!?!?"

Work from home is the norm now for us, so let's look at the **important things that we all need to know when we hop on a conference call** on Skype, Slack, Teams, Zoom or Hangouts.

1

1/2 an hour before check if you have the link or need to download any software.

2

Open the link 10 minutes before and check your mic and headphones.

3

Go into a private room without light sources behind your back.

4

Always use headphones.

5

Mute your microphone, when you don't talk.

6

If you screen share, scroll and point slowly. People have a hard time following you.

7

Don't interrupt others while they talk, it's rude and they don't hear you.

8

If you need a FREE tool, use [zoom.com](https://zoom.us).