

Shooting Videos with Your Laptop / Webcam

- Rest the Laptop / Webcam so that it is shooting at eye level. If it is too high, there will be a lot of empty space above you. Too low and everyone will be looking up your nose. If necessary, stack some books underneath the laptop.
- Step or sit far enough away so that you are in the center of the frame from the shoulders up (like this image below).



- Shoot in a quiet area. For best audio quality, don't stand or sit more than 4 feet away from the laptop / microphone. Listening with earphones is recommended to avoid feedback.
- Choose a brightly lit room with the windows to one side or in front of you. Do not have a brightly lit window or lamp behind you.
- Make sure the area seen behind you is uncluttered and not distracting.
- Check the framing of your shot and audio quality before joining the meeting.

Shooting Videos with Your Phone

- Please orient the phone horizontally.
- Ideally, please have someone else hold the camera or rest the phone on a shelf or table at eye level. If you were interested in purchasing an [inexpensive tripod there are many available online.](#)
- Step far enough away so that you are in the center of the frame from the mid-torso up (like this).



- Shoot in a quiet area. For best audio quality, don't stand or sit more than 6 feet away from the camera.
- Choose a brightly lit room with the windows to one side or in front of you. Do not have a brightly lit window or lamp behind you.
- Make sure the area seen behind you is uncluttered and not distracting.

If you are operating the camera by yourself, take a short test movie and see how it looks before filming your message.

Thank you!