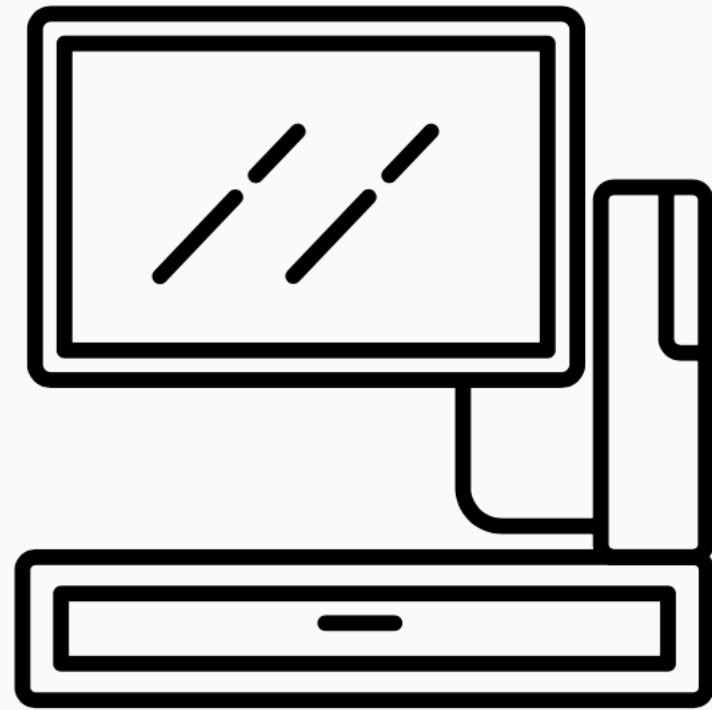


Prepare in advance



Have a trial run first. Have a play with the software and maybe call a friend. Locate the mute button and how to turn the camera on and off.

Make sure you have everything you need to hand, before the call starts, i.e. pens, paper, worksheets, and a fully charged battery.

Log in to the call a few minutes early. It always takes longer to get connected than you think.

Let people see you



Try not to have any bright lights behind you (i.e. windows) as this will make you harder to see. If you do have a window behind you pull the blind down.

Test the camera out in advance and make sure your face fills the screen. You can usually test it by just opening the video call software.

Have some books to hand to prop up the device and camera and find the right angle.

Try remove anything from the view that will distract other people on the call.

Listen carefully



Ensure your volume is turned up and, if you are happy wearing headphones, put a pair on as they also help block out any distracting noise around you.

Look at others as they talk as it will help you follow the conversation and know when it's your turn to speak.

Limit distractions

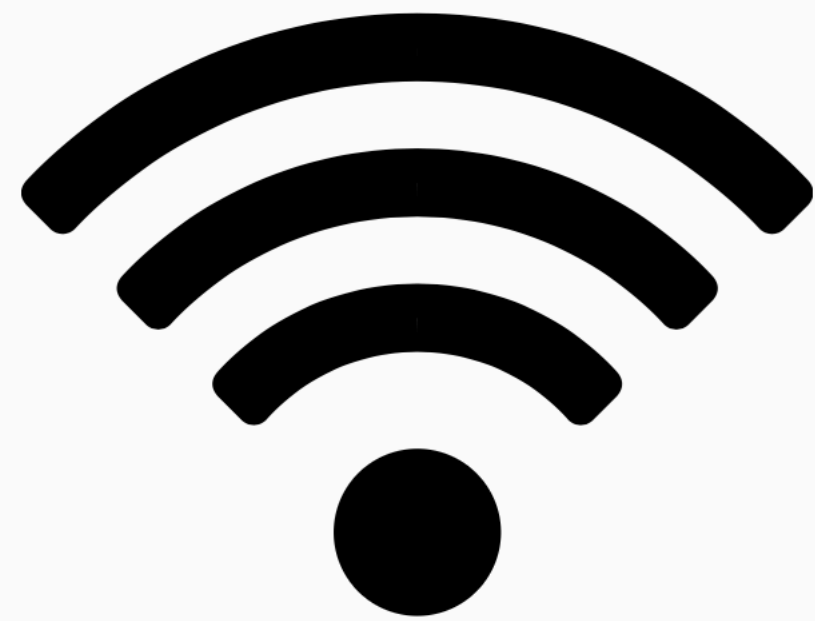


Turn off notifications so that they don't distract you and others on the call.

Tell your family that you are about to start a video call, and ask them to be as quiet as possible until it ends.

If it is noisy around you, when you're not speaking, get into the habit of muting your call, but do remember to unmute when you need to speak again.

Have a good connection



If you have a weak connection, consider asking others in your household to stay off the internet during your call.

At worst, you can also turn off the video functionality so you can just join by audio and listen to and hear each other (but not see each other).