

## 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 [“Look Better on Video Calls with These Easy Lighting Tips”](#) 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.

It’s important to have the camera directly 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 [Zoom’s Help Guide](#).

### Background Considerations

Try to use a simple, neutral background such as a plain wall, or bookshelves – if this is not possible, you may also want to consider [using a virtual background](#). 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.).

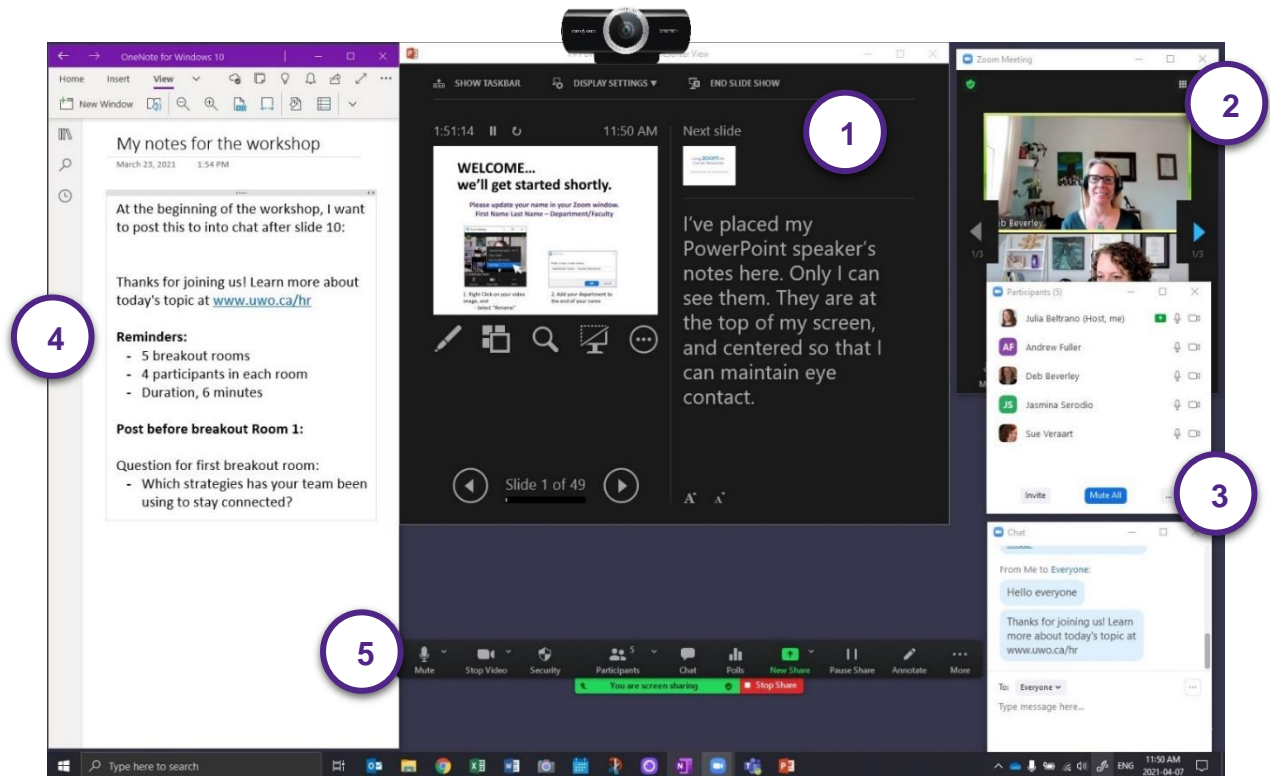
## Screen 1 – PowerPoint Slideshow View



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



1. **PowerPoint Presenter View & Notes** at the top of the screen, directly underneath your camera to maintain eye contact.
2. **Zoom Video Window** on the right side of the screen
3. **Zoom Participants List** and **Chat** open on the right side of the screen
4. Optional - **Notes or Word** open on the left side of the screen with any additional notes for yourself, or items you may want to copy and paste into the chat
5. **Zoom Ribbon with meeting controls** at the bottom of the screen
  - **Mute:** Mute yourself when not speaking to avoid background noise
  - **Sharing Video:** Review [Zoom's Instructions](#) on sharing video and audio clips

### Helpful Resources:

[Zoom Interactive Tools Quick Guide for Facilitators](#)  
[Summary of Interactive Tools for Zoom Meeting](#)