## Tips For Ensuring An Effective Video Meeting

## Prior to the Meeting-

 <u>Test your connection</u>. At the bottom of each invite, you'll notice a link that enables you to test your audio and video connections: <a href="http://bluejeans.com/111">http://bluejeans.com/111</a>

## Talk to Jean Thursday, August 22, 2013 23:21 CEST

## **During the Meeting-**

- Make sure you have the best connection possible. Joining wirelessly is an option, but you will have the best quality & experience when hard-wired in.
- <u>Use headphones</u> when joining over a computer or mobile device. This will increase your clarity and eliminate any distracting background noise for the rest of the participants.



<sup>\*</sup> Once connected, you should see our mascot, Jean, who will repeat what you are saying. You should also see the 'self view' from the endpoint you connected from.