# Virtual Office Setup Guide

Before you schedule another call, take the time to set up your virtual presence. Do this once, and you’ll be ready for any call.

\_\_\_\_\_\_\_

## Your Technology

**Your Virtual Skills**

Practice any meeting technology tools that you or your prospects plan to use. Can you:

* Record a meeting?
* Annotate a slide?
* Upload a document to Chat?
* Toggle between your meeting software and other programs?

**Noise-canceling Headphones**

* Increase your ability to focus and pay attention. Dogs, kids, or your neighbor’s lawn-mower will no longer be audible.

**Technology Failure Plan**

* Imagine what you’ll do if your meeting platform stops working, your audio goes out, your Internet connection stops.
* How will you prepare to keep your meeting moving forward in case of an emergency?

## Your Camera

* Invest in the best-quality camera and lighting you can afford.

**Turn on your webcam.**

* How is your lighting?
* Is your face in shadow? I
* Is there a window behind you?
* What does the room look like behind you?
* Is there clutter?
* Distracting objects?

Simplify your space. Eliminate anything that looks more interesting than you.

**Record yourself, then watch.**

* Turn down the sound and make your screen small. How are your posture, body language, and facial expression?
* Send a recording of yourself to a trusted coworker or friend and ask for their feedback.
* Posture counts. Keep your feet flat on the floor and don’t cross your legs. Avoid shifting and rocking in your chair.
* Move your camera to be the same height as your eyes.

**Adjust your distance from the camera.**

* Don't cut off your head (too close) or show too much of your body (too far away).

**Practice looking directly at the camera and talking without looking at the people on screen.**

* It feels a bit awkward, but you will look like you’re making eye contact with your audience members.

## Your Sound

Record yourself presenting some material.

* Evaluate your voice mannerisms and eliminate filler words “um, ah, like, err.”
* Use a strong, clear voice and avoid mumbling or speaking too quickly.
* Breathe to stay relaxed and keep your voice in a good register.
* Avoid jargon, slang, and acronyms, especially with people not from your culture.
* Don't trail off the end of your sentences.
* Paint pictures with your words.
* Be assertive and avoid tentative language like "hopefully" or "maybe."