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OU Women's Initiative
Additional tips from Session 1 – The Art of Speaking (January 9, 2022)

Here is my video set up – Camera, position, lighting:

- I use my laptop camera, raised up so that it is at eye level. Sarah uses a separate camera perched at the top of her monitor, also at eye level. Any camera with positive ratings from a lot of people will do. We understand there is a shortage these days with everyone working from home, but my laptop camera works fine.
- I have a larger monitor behind my laptop, and that's where I have my presenter view – you can see your notes for the slide right above the camera so if you need to read, you still appear to be looking into the camera and therefore connected to your audience.
- I love this laptop table to raise my computer because it's sturdy and easy to adjust to many positions, but a stack of books, a box, or wood blocks work just as well.
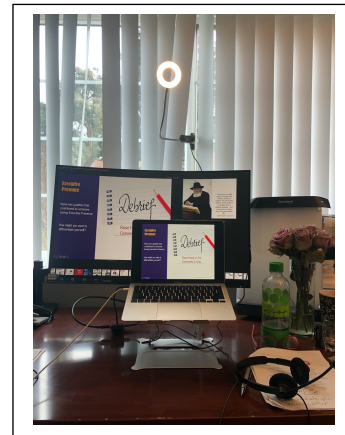
- You'll note I sit in front of a window (blinds are closed in this photo because it's too glarey in the early morning; I open them when the sun is high enough that it is no longer in my eyes and then I don't need the additional lighting).
- I have a light in front of me to ensure proper lighting because my blinds are closed. I like this one because it was inexpensive (around $16), clips to things, and the neck makes it very adjustable. I literally went on Amazon and picked one with high ratings and cheap.
- You won't need a light if you have natural light coming in directly in front of you.
- Make sure that the sunlight is not behind you (i.e. your back to the window) or you will have this effect (left side):

Headset:
- Think about whether you are okay with wired vs wireless, headset (over your head) or just in your ears, combination of both those, plus sound quality
- You can do your own research on Amazon: find something with 4.5 or 5 stars from lots of people and read their comments.
- To test what you already have, ask someone else if it sounds clear and not "tinny", or better yet start a Zoom meeting, record yourself speaking, and listen back. If it sounds clear and good, keep doing what you're doing – you don't need to spend the money for a new one.
- Sarah uses her iphone headphones/mic but for some reason mine don't work well and neither do my EarPods (although for some people they are fine).
- The Bose - QuietComfort 20 Noise Cancelling Earbuds (iOS) are excellent and very comfortable, but are $249 (you can find them here). What I like about them is the ear-piece is molded to your ear, so if you have trouble keeping ear pieces in your ears, this one is for you (or go to a full on headset). Note that it's wired but connects with aux-in (little round hole) so it'll easily work with the new Macs.
- Jabra has excellent headsets but they are pricy ($100+ range).
- I use the Sennheiser SC60 USB ML 2-sided UC headset; it's the most economical but it's also wired and sits on top of my head, plus I need an adapter for my Mac computer (see below if you have the new Macs):
  Amazon: $49.99
  B&HPhoto: $54.99
  CDW: $44.99
- A note about new Mac computers: if you have a headset that can only be connected with a USB, you'll need an adapter like this to plug it in – it can handle my headset and the cable that connects to my larger monitor, plus my charger.
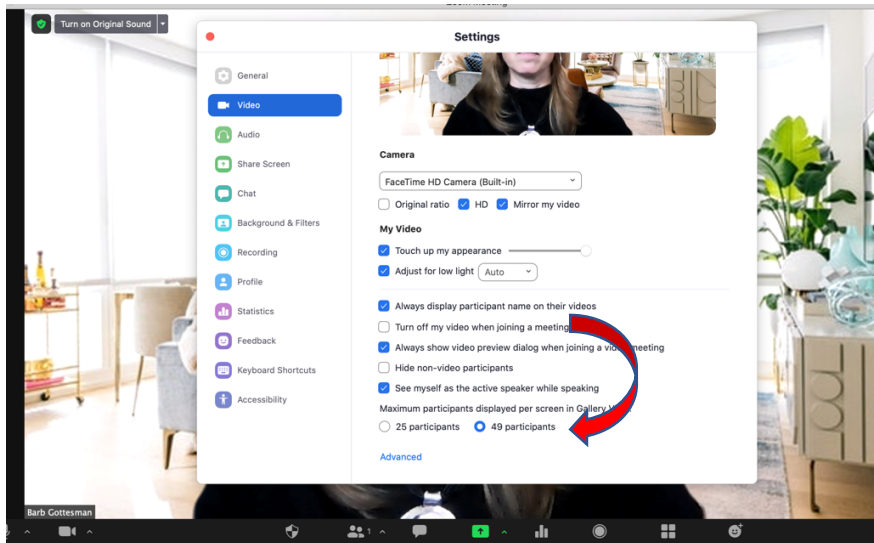
To display up to 49 people on one screen:
- You must have a paid account.
- Go to your Video button and click on the up-arrow:
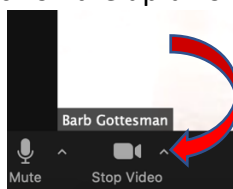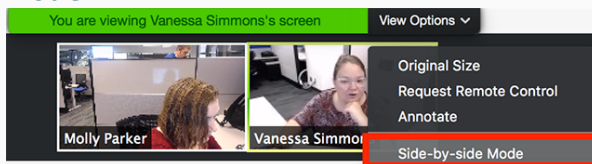

- Click on Video Settings
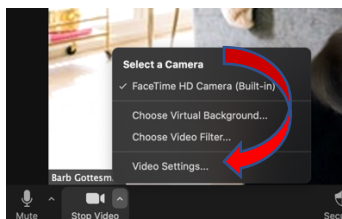
- Check the box to display 49 participants

To adjust the size of your gallery to be able to see everyone as well as the presentation:

While viewing a shared screen click on **View Options** and choose **Side-by-side Mode**.

The shared screen will appear on the left and the speaker will appear on the right.

- Hover your pointer over the boundary between the shared screen and participants' video until your pointer changes to a double arrow and you see a grey line separating both views.
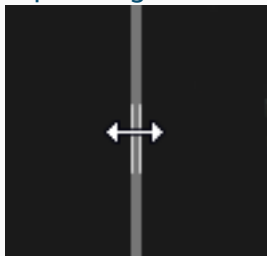
- Click and drag the separator to adjust the size of each view.
- Click **Speaker View** or **Gallery View** at the top to switch between the two.

To Add or Change Your Background:
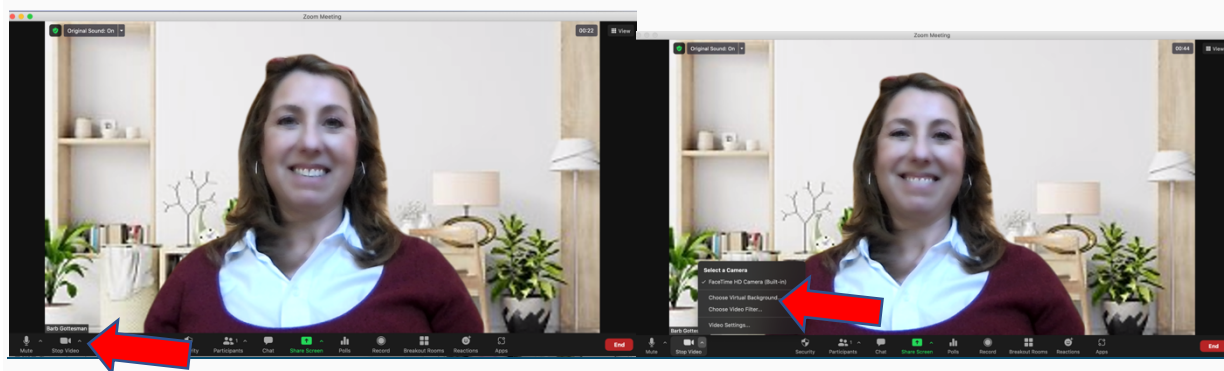
- Go to your Zoom app on your computer or tablet. In the upper left corner, click on <Zoom.us> and a menu will drop down. Click on <Preferences> and another menu will pop up.
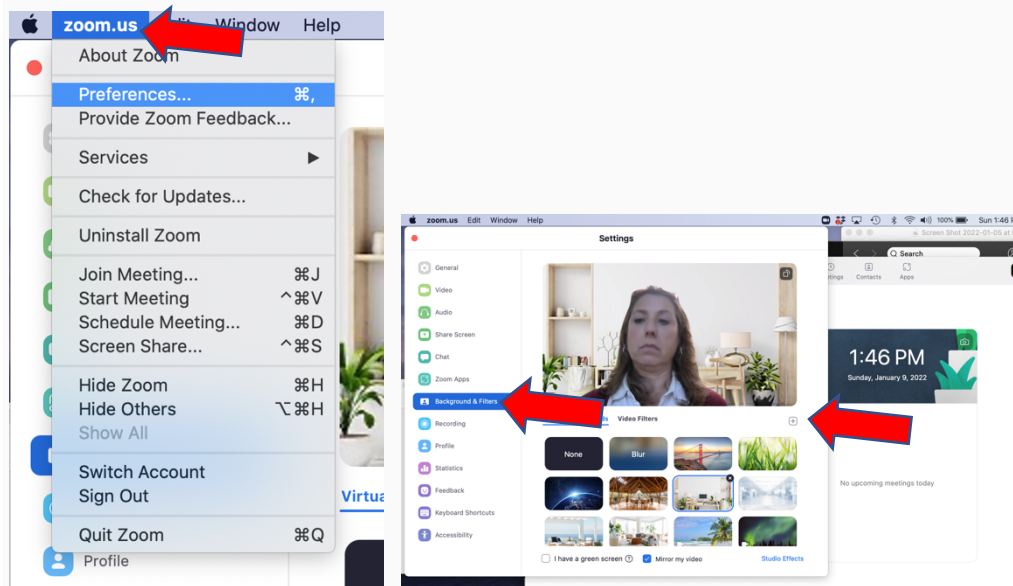
Scroll down until you can click on <Background & Filters>, and the standard virtual backgrounds will come up. To add another background, the photo will need to be saved on your computer so that when you click on the <+>, it will take you to your Finder for you to locate the photo – double click and it will upload to the Zoom app. Once you select the background you want, it will remain your background until you change it or choose <None> (the first option on the menu).

Note that in the newer versions of Zoom, you also have the option to blur your background (the second choice in the menu).

You can change your background once you're in a meeting on your Zoom app, by clicking on the ^ beside the video icon. A menu will pop up and click on <Choose Virtual Background>.

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The menu with all your virtual backgrounds will come up. Double click on the one you wish to use. This background will remain your background in future meetings until you change it (or choose <None> in the menu).

To touch up your appearance:

- Go to your Zoom app on your computer or tablet. In the upper left corner, click on <Zoom.us> and a menu will drop down. Click on <Preferences> and another menu will pop up.
- Click on <Video>. You'll see the option to check the box that says "Touch up my appearance". You can choose how much or how little to touch up your appearance by moving your curser along the spectrum.