

Remote Work Tips

for TECHNOLOGY



Assess which tool is best for the purpose

- ▶ Many teams are finding Zoom Chat to be more effective than Zoom Meeting or Skype for Business for short team check-ins at the beginning of the day. Whichever tools you use, ensure they align to the purpose (which may be team building, info sharing, collaboration, etc.).
- ▶ Seek to understand the accessibility needs of your team by asking the whole group and inviting them to privately share needs with you. Some tools are more accessible than others or have accessibility features that can be activated.

Audio

- ▶ Try using headphones with a microphone - the audio may be better than a laptop microphone.
- ▶ Mute yourself when you're not talking. As a meeting host, you can mute others if necessary.

Video

- ▶ Adding a video component to your meetings can improve interpersonal communication and accessibility (lip reading). If you are uncomfortable seeing yourself on camera, you can [adjust settings](#) so that others can see you, but you don't see yourself.
- ▶ Position the camera at a downward angle with a light source behind the camera if possible. If using a built-in laptop webcam, put the laptop on top of a pile of books to raise the level of the camera.
- ▶ Look directly into the camera to give the effect of looking someone in the eye.
- ▶ Zoom's "[Touch up my appearance](#)" feature softens edges and balances color.
- ▶ Do you look red and blotchy on the video? Like you got unevenly sunburned? Try placing a solid piece of white paper up to your camera to help it refocus.
- ▶ Zoom's [gallery view](#) enables you to see everyone in the meeting.

Meetings

- ▶ When arranging a Zoom meeting, consider using settings to "Allow participants to enter before host" and "add an additional meeting host" so that your meeting can begin on time even if you are running behind.
- ▶ Be intentional about meeting duration. A meeting of 45 minutes or less ensures employees have visual and auditory breaks before their next meeting.
- ▶ Set up your [Personal Meeting ID](#) so you have a consistent URL/standard room to use.
- ▶ Create a [virtual background](#). Consider using [University Photography's](#) photos of Cornell for your background.
- ▶ Create or use signals to indicate that you have something to say in meetings: actually raise your hand while on video, click on "Raise Hand" in Zoom, or type in the chat.

Get Help

- ▶ Cornell IT - [Tools for Working Remotely](#)