

# Best Practices for Webcam Recordings

## **CAMERA**

- Optimal position for webcam is at eye level.
- When speaking look directly at the camera and not the video image of the other person.
- If webcam is on a laptop you may need to prop it up to avoid the camera looking up your nose.
- Make sure webcam lens is clean and remove any plastic covering on lens

## **LIGHTING**

- Optimal lighting:
  - Overhead light
  - Desk lamp light
  - Natural direct sunlight, from the front or side of you.
- Avoid:
  - Windows behind you
  - Dark, dim, and not well-lit areas

## **SOUND**

- Optimal audio:
  - Headset (headphones with integrated microphone)
  - Tabletop Microphone (and headphones)
- If using microphone from laptop be sure background noise is at a minimum.
- Be sure microphone level is at the mid-level or higher.

## **ADDITIONAL CONSIDERATIONS**

- Optimal internet connection:
  - LAN line (Ethernet cable connected)
  - Avoid WiFi if possible
- Make sure your background (what is behind you) is clean and non-distracting.
- Avoid sitting in public spaces (inside or outside).
- Do not sit in bed.