

CITY DEPARTMENTS/COMMISSIONS

Videoconferencing Best Practices

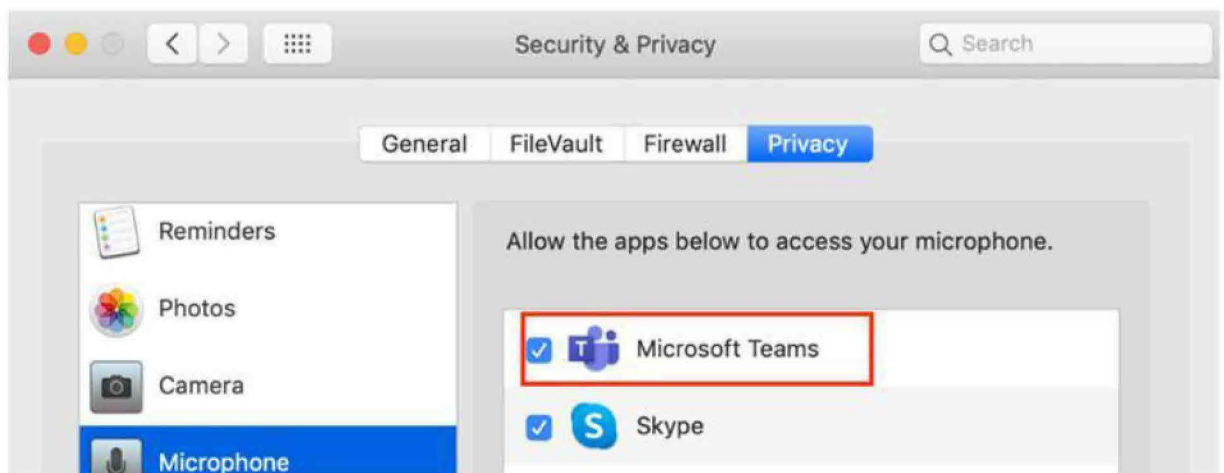
1. **Test all equipment** ahead of time to make sure it works and functions well with the system.
2. **Use a laptop/desktop.** Teams is not fully functional on a mobile device (phone/tablet).

Minimum suggested requirements:

- Minimum 1.6 GHz (or higher) (32-bit or 64-bit)
- 2.0 GB RAM
- 3.0 GB of available disk space
- 1024 x 768 screen resolution
- Minimum of 128 MB graphics memory
- 1Mbps/2Mbps Bandwidth
- Visit Microsoft for more detailed information:
<https://docs.microsoft.com/en-us/microsoftteams/hardware-requirements-for-the-teams-app>

If you are using a Mac and are having trouble with your microphone, please check your Privacy settings:

1. Open System Preferences.
2. Click on **Security & Privacy**> Select the **Privacy** tab.
3. Select **Microphone** on the left bar and verify the Microsoft Teams has permissions:



3. Only use **wired (plug-in) headphones** - wireless headphones may run out of battery during the meeting.
4. Find a **quiet place** to attend the meeting. Microphones pick up ALL the background noise.

5. **Add a photo of yourself to your profile** - when your camera is not on, it is difficult to identify you.
6. **Turn off notification sounds** through your “Settings,” which can be accessed in your profile (top right corner).
7. **Mute when you are not speaking** to limit the amount of background noise and ensure everyone is heard when they are speaking.
8. **You control** your own **microphone** and **camera**; we cannot control it for you.
9. Speak **clearly** and **SLOWLY**. Anticipate the delays and pause before speaking.
10. **Mute when you are not speaking** to limit the amount of background noise and ensure everyone is heard when they are speaking.
11. **Turn off your camera when you are not speaking**. This helps to direct the attention to the person who has the floor.
12. **Use the “Roster”** under the “Meeting Chat” window and wait **to be called** upon by the Chair/Clerk.
 - a. If you are attending as a department representative and a Member asks you a question, place your name on the “Roster” and wait to be called upon by the Chair/Clerk. You may not request to speak, unless you are called upon.
13. Once you are **finished speaking, right-click** on the message with your name and **“Like”** (thumbs up) so the Chair/Clerk knows you are done.
14. If **no longer want to speak**, right-click on the message with your name and select **“Delete”**
15. **DO NOT use the “Roster”** (or “Meeting Chat” window) **for conversations!**
16. **Do not speak over** another Member or speaker. *Anticipate the delays* and pause before speaking.
17. Place yourself **center and level** to the camera, approximately 2-3 feet away.
18. **Avoid window backdrops** - windows will darken your picture.
19. Do not wear clothes with patterns, they do not transmit well on camera.

20. **Blur** your background to avoid any visual distractions.
21. Avoid wearing noisy jewelry, the microphone will pick it up.
22. If you have a **TV** on in the background, please **lower the volume**.
23. DO NOT forward a meeting invitation.
24. DO NOT give out the conference number (that is NOT the public comment number).