

How to prepare for your Candidates in Focus Virtual Recording Session

1. An appointment/invite to join a TEAMS meeting will be emailed to you prior to your appointment time. Please be on the lookout for the email.

The email appointment will contain a link to join the TEAMS meeting. The link looks like:

[Join Microsoft Teams Meeting](#)
Learn more about Teams | Meeting options

2. On the day of your recording, you should join the TEAMS meeting no later than 5 minutes prior to the appointment time. Joining late will mean you will have less time to record your message.
3. Preparing your computer before your session:
 - You do not need to install TEAMS (free) on your computer, although it is recommended. You can also use the TEAMS web interface (using the Google Chrome browser is best, otherwise Microsoft Edge is the next option). *Refer to "Joining TEAMS Meeting" instructions below.*
 - The quality of your internet connection will directly affect the picture and audio quality of your message, so please be sure to have a solid internet connection. A wired connection is best, but a strong consistent Wi-Fi signal will work. Public or heavily used internet connections do not work well and result in choppy performance and drop-out. *Phone or mobile device connection is unreliable and discouraged.*
 - You will need an active microphone and camera on your computer.

4. Set up your "framing" using these basic suggestions before your session begins.

- Place your computer/camera at eye level. Eye level is a much better angle than looking down. Have books handy if you need to elevate your computer.
- Make sure your room/space is extra quiet.
- The room should be well lit and your face and background evenly lit, but most importantly your face. Consider moving closer to a window if that helps the overall picture quality.
- Be mindful of "headspace". Do not have too much or too little open space above your head.
- Center your head and allow for your shoulders to be in the shot, this helps to provide space for lower title graphics.
- Remember to be comfortable, as you will likely have to maintain your framing for 5 minutes.
- Avoid having the back of your chair showing in your shot.
- Look directly at the camera lens rather than to the screen so that you connect with your viewing audience.
- Speak clearly in the direction of your microphone (usually near the computer's built in camera), and project so that your voice sounds strong and so you do not have to lean in.
- Concerning background
 - No charts, graphs, banners, or signage of any kind is permitted
 - Casual settings indoor or outdoor, or solid backgrounds are fine
 - Please keep backdrops simple and natural so that the focus is on you and your message

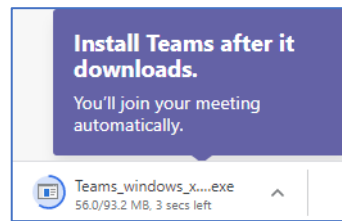
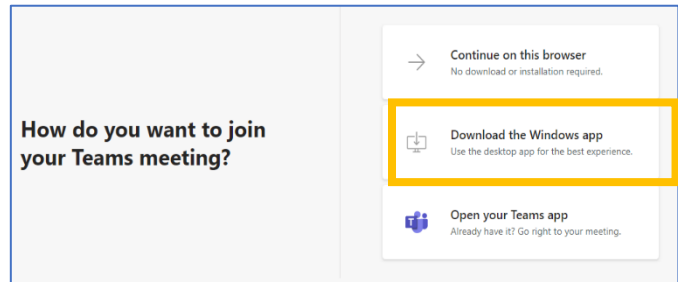



Framing Examples

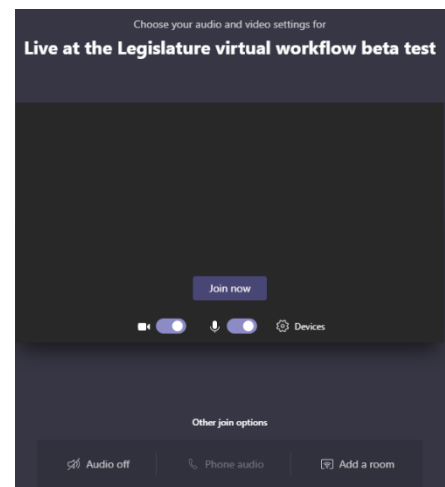


Joining the TEAMS meeting via the App:

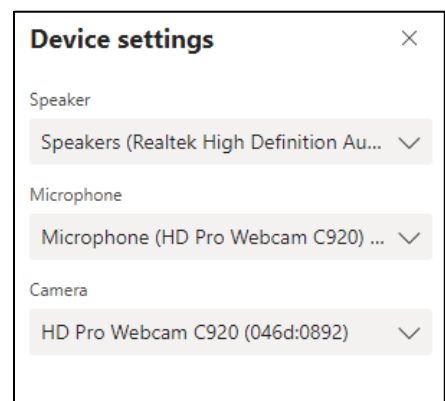
- 1) Click “Download the Windows app” to start downloading the Teams App. You will need a Microsoft account (If you do not have one, use an email address to get setup.)
- 2) Once it’s completed downloading,
 - a. click the download to install the app.



- 3) After the installation is complete, the TEAMS app will automatically join you into the meeting.
- 4) It will then take a few seconds to detect your audio/video devices.
- 5) You should see yourself in the window after a few seconds, otherwise click the  **Devices** button.



- 6) A Device Settings window should pop up on the right-hand side. Use this window to configure your speaker, microphone, and camera devices.



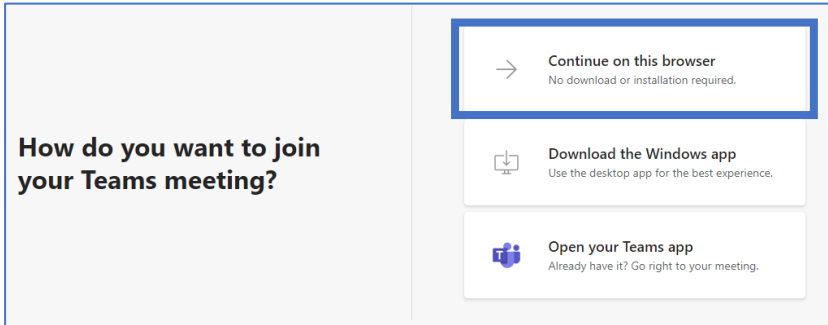
- 7) Once everything is set, click the  button to begin! You’re all set!

Joining the TEAMS meeting via a browser:

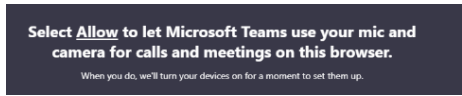
(We recommend installing the Microsoft Teams app for best quality.

If you choose to use your browser, we recommend using Google Chrome or Microsoft Edge)

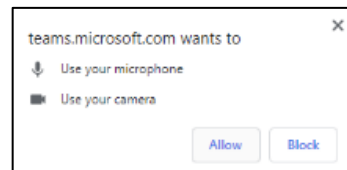
- 1) Click “Continue on this browser” to join the meeting using the Teams App.




- 2) You may then receive the following window.

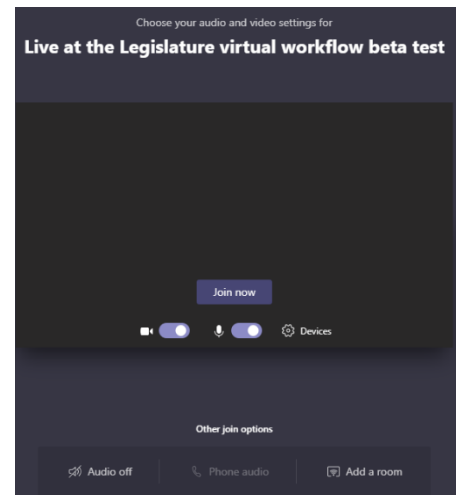


- 3) You will need to click the “Allow” on the top left prompt. You should then be joined into the meeting.

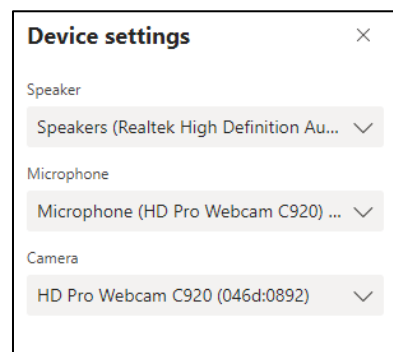


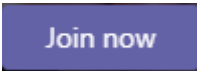
- 4) The webapp will then take a few seconds to detect your audio/video devices.

- 5) You should see yourself in the window after a few seconds, otherwise click the  button.



- 6) A Device Settings window should pop up on the right-hand side. Use this window to configure your speaker, microphone, and camera devices.



- 7) Once everything is set, click the  button to begin! You're all set!