

# TIPS TO SETTING UP YOUR HOME OFFICE & ELEVATING YOUR ON LINE PRESENCE

## HARDWARE

- A New Computer (less than 2 yrs old )
- RAM: 8GB DDR4  STORAGE: 128GB SSD and 1TB HDD  PROCESSOR: Intel Core i5 processor OR 10th generation Intel Core i3 1005G1 CPU
- USB ports (make sure you have enough)- NOTE: New MacBook's and iPads – most do not have any USB ports
- External USB 3.0 Adapter
- USB C with ethernet capabilities (for Mac Books)
- Ethernet Cable 10/100/1000 (for hard wiring – CAT6)
- External Mic with Headset
- External Web Cam – logi C922 or any External WebCam (1080p)

### 1. SOFTWARE

- Browser – Be sure to set CHROME as your default
- Microsoft Office 365 – Subscription – Word, Excel, PowerPoint – collaborate and create PowerPoints designed for wide screens (16:9)

### 2. INTERNET SPEED – OPTIMIZING YOUR HOME INTERNET

- Hardwire your LAPTOP; connect your laptop to your modem (internet) with an ethernet cable (hardwire).
- Give your modem & router room to breathe – not in a TV stand or behind a wall
- Test your internet speed after you are hardwired in on your laptop – use [www.speedtest.net](http://www.speedtest.net)
- MINIMUM UPLOAD – 20 mbps – is imperative

### DAY OF to OPTIMIZE HOME NETWORK & CONNECTIVITY

- No Microwave users while you are interviewing!
- Turn off all other devices around you
- Have the most up to date version of Chrome in place – BEFORE DAY OF
- Make sure all your Windows updates have been done – BEFORE DAY OF
- Close out from all your apps and windows; Clear Cache and Reboot your computer
- Ensure your computer is plugged into power, do not use battery power

### 3. CHECK YOUR LIGHTING

- Keep It Indirect. Pull blinds on any windows behind you. Try not to have windows or light or sun behind you, or overhead lights or skylights
- Good lighting, with the sun or lights behind your laptop, not behind you
- Natural Light? Just be sure you are facing the window.
- If your wear glasses, reduce the light until the glare is out of your eyes

### 4. SOUND CHECK

- Must have – an EXTERNAL MIC / HEADSET in use over your laptop mic – GGEM will assist with this – Headset with mic

### 5. CAMERA

- Be sure to have your laptop ELEVATED so that your laptop camera OR external camera is AT or ABOVE eye level. This will capture the best you on camera!
- Position your face in the screen – the top of your head brushing the top of the screen or about slightly below
- Look at the camera not the screen

### 6. YOU AND YOUR SURROUNDINGS

- Check your posture
- Dress in solid colors that will contrast your background
- A plain background works best, maybe a couple of pictures, frame where your face will be on screen
- Pick a quiet space with no distractions – away from others