Tele-health Room Set up Checklist

☐ Think of your online set up the same way you think of your therapy office.

☐ Check your background when you turn on your camera - neutral but not sterile - no family or very personal photos.

☐ Ensure you have a quiet location with no distractions. Silence reminders and phones. Avoid clanky or jangle-y jewelery.

☐ Check your camera angle – should show your head and shoulders – not too close so your face fills the screen or too far away so you look distant. Position your camera just above eye level.

☐ Natural light is best. Two light sources pointing at your face is helpful. Avoid being backlit.

☐ Check your sound to be sure both mic and speakers are working.

☐ Attire – stripes, checks, plaids, or other small patterns can cause pixilation and be hard to look at onscreen

☐ Have key essentials (such as a glass of water, tissue, glasses) within reach.

☐ Close unnecessary programs.