



There are a few things that can significantly improve the sound quality and overall experience during your interview.

- **Content.** Have a clear idea of what you would like to cover during our time together. Be prepared to share a story or two that can provide illustration.
- **Skype.** If you don't already have a Skype account, signing up is simple. Please go to Skype.com and download Skype. It will walk you through registration.
 - Email me your Skype Name after you create it and I will add you to my contacts list. My Skype Name is ConnieMBaker.
 - Before the interview, log on to Skype and be sure the audio is coming from the correct device, i.e. your headset and mic. If it is not, go to the Preferences in Skype and choose audio/video to select the correct device.
 - Also in Preferences, click on Notifications and be sure "Stop notifications while recording or sharing screens," is checked.
- **Internet.** You will need a good Internet connection. If you can be hard-wired via Ethernet, that is ideal. See that no Internet bandwidth tasks (someone watching Netflix or downloading large files) are happening on your network that may impact your ability to send quality audio.
- **Computer.** If possible, reboot your computer an hour before the recording, to assure your system is working at peak performance. Keep as many programs closed as possible. Silence notifications and your phone.
- **Environment.** To the extent you are able, minimize noise, even typing on your keyboard or moving around. I put a sign on my office door to let people know that we are recording, requesting quiet entry.

I will call you via Skype at our scheduled time. We will chat with video, initially, then stop the video and move into audio-only for the recording session.

If you have any trouble, please call my cell phone at 405-249-2006.

This is going to be FUN!