

SIR CONDUCT ZOOM MEETING

BEFORE THE MEETING

You should have **scheduled** the meeting and used appropriate settings for :

- **Topic** (Meeting Title, Date/Time, Duration, Recurring and Time Zone).
- **Meeting ID** (Recommend “Generate Automatically)
- **Password** (Required)
- **Video** (Host Off; Participants Off)
- **Audio** (Telephone and Computer Audio)
- **Calendar** (Your choice if you use one)
- **Advanced Options** (**Checked**: Enable Waiting Room ; Mute participants upon entry)

PREPARE YOURSELF AND ENVIRONMENT

- Use a **good quality camera and microphone** (**headset** recommended)
- Adjust camera at **eye level** to show from **chest up**
- **Lighting** should come from front to light your face
- Use a clean, simple **background** if possible as everyone can see it
- **Arrive in advance** (10-15 minutes)
- **Look your best**
- **Refrain** from private **behavior** – scratching, picking nose, eating, etc.
- Have a **quiet space**, shut door and **mute** as necessary

START ZOOM APP

- Check your account settings
 - Click on gear near top right of Zoom page
 - **Review settings**
 - General
 - Video (check your image)
 - Audio (check your speakers, microphone or headset)
 - Share Screen

- Chat
- Virtual Background
- Recording
- Profile (Maybe first time you use Zoom)
- Statistics, Feedback, Keyboard Shortcuts and Accessibility (Rarely)

START YOUR MEETING

- Click on your **meeting listing** to start the meeting
- Review **Security** options (leave **share screen** off unless needed)
- **Enable** your **video** and **audio** when you are ready
- Click on **Manage Participants** and **ADMIT** them when they enter the meeting
- **Look at camera** – make eye contact
- **Introduce yourself**
- Remind attendees to **mute their mics** when others are speaking
- Remind attendees to use **Chat** and **Raise Hand** features

DURING YOUR MEETING

- Click on **Chat** to monitor comments/questions
- Monitor **Manage Participants** for raise hand
- Consider having a participant **or Co-Host** to monitor **Chat** and **Raise Hand**
- **Mute/Un Mute** participants as necessary
- Grant **Share Screen** to participant as necessary
- Maintain **discipline and decorum**

ENDING YOUR MEETING

- **Thank** your participants
- **Wait** for all to leave the meeting
- **End** the meeting