

Zoom Pre-Meeting Checklist

What is required to use Zoom?

1. Reliable internet connection
2. Either a Basic or Corporate/On-Premise Zoom user account.
3. Zoom software installed on your laptop or desktop.
4. Zoom app for iOS devices from Apple App Store and Android devices from Google Play Store if using smartphones.
5. Audio and Mic – a Wired or Wireless headset/earbuds with microphone
6. Video – a Webcam (laptop webcam is also sufficient)

Helpful tips for Zoom meeting:

- Always remember to mute your mic when you're not speaking. This prevents painful feedback.
- Turn off non-essential software that may be using the internet while you are in a Zoom meeting.
- **If your internet connection becomes unstable, disable your webcam (stop video in Zoom app) and enable only when you need to speak.**
- If you are using the chat feature and want to send a private message to another participant, double click on their name in the participants list and make sure you are not sending the message to 'everyone.'
- If you are connecting to a meeting from your mobile and a call comes on your mobile you will have to hold the current Zoom meeting call and accept the incoming call