



Before the Meeting

- **Test your audio and video:**
 - **Audio:** Go to Settings > Audio and test your speaker and microphone.
 - **Video:** Check your camera settings and ensure it's working correctly.
- **Familiarize yourself with the Zoom interface:**
 - **Join a test meeting:** Use the Zoom test meeting feature to practice using the platform.
 - **Understand meeting controls:** Explore the meeting controls at the bottom of the screen.
- **Check your internet connection:** A stable internet connection is crucial for a smooth video call.
- **Choose a good background:** Ensure your background is appropriate and free from distractions.
- **Silence notifications:** Mute notifications on your computer and phone to avoid interruptions.
- **Consider your attire:** Dress appropriately for the meeting, as you will be on video.
- **Join before the host:** If the host allows it, you can join the meeting a few minutes early to test your audio and video.
- **Join a meeting without downloading the app:** You can use the Zoom web app to join a meeting from a web browser.
- **Join a meeting by phone:** You can join a meeting using the desktop app for video and screen sharing, but join meeting audio using your phone.

During the Meeting

- **Mute yourself when not speaking:** This helps reduce background noise.
- **Use the chat feature:** Use the chat feature to ask questions or share information.
- **Raise your hand:** Use the raise hand feature to signal that you want to speak.
- **Use the screen share feature:** Use the screen share feature to share your screen with other participants.
- **Use breakout rooms:** Use breakout rooms to facilitate small group discussions.
- **Use closed captioning:** Zoom supports closed captioning for its live meetings.

- **Use accessibility features:** Zoom offers accessibility features for users with disabilities.
- **Record the meeting:** If the host allows it, you can record the meeting.
- **Use the waiting room feature:** The waiting room feature allows the meeting host to determine when participants can enter the meeting.
- **Lock the meeting:** The meeting host can lock the meeting to prevent new participants from joining.
- **Admit participants from the waiting room:** As the host, you can admit participants from the waiting room.
- **Limit who can share their screen:** You can limit who can share their screen to the host.