10 things to remember when using ZOOM

1. **If this is your 1st meeting, plan on attending the meeting early as the software will have to be installed.**

2. **Only connect 1 camera and 1 microphone, most recent computers have built-in devices and no external cameras or microphones are needed!**

3. **Remember to MUTE if you are not speaking.**

4. **If you can, use a headset. Headsets will allow for a better meeting experience.**

5. **DO NOT connect from multiple devices, using multiple devices WILL cause a good deal of problems.**

6. **DO NOT call using your computer and a phone at the same time.**

7. **Get familiar with the software! Learn about the video and audio settings, using the calendar etc....**

8. **When scheduling a future meeting, select the “Enable join before host” in order to allow meeting attendees to join the meeting before the host.**

9. **Generally DO NOT select “Share Your Desktop” (unless you want every pop-up email and private message to display for your audience!).**

10. **The chat feature allows you to ask and respond to questions without interrupting the speaker.**