


PRE-FLIGHT CHECK

Before your meeting (15 mins):

- 1** Close anything you don't need on your computer
- 2** Check headset & materials/audio/video are working
- 3** For a smoother start, mute participants
- 4** Need a recording? Get ready to hit 'Record' 
- 5** Presenting with a colleague? Make them a co-host

In your meeting:

- 6** **Housekeeping hints** to help your audience settle in

*Welcome! Thanks for coming today and coming in on time.
When I'm talking or sharing, let me know if you can't see anything.*

*I've muted everyone by default to avoid late-comers interrupting.
When you want to talk, click the microphone icon at the bottom...*

*Please mute your microphone when you're not speaking. That helps
minimise that 'presenting underwater' sound...*

*Would anyone like to volunteer to keep track of the chat box so I can
come back to your questions at the end?*

- 7** **Sharing your screen?** Share the app (Word, Ppt, video...)
- 8** **Video plays nicely!** Share the video/audio, not your desktop
- 9** **Check the chat box** for live feedback & questions.