ZOOM RUN SHEET

Before your meeting:

1. **Close any extra apps** you don't need for Zoom, like mail.
2. **Open your host tools.** Click "Manage Participants".
3. **Mute all Participants on Entry.**
4. **Make Co-Host** if you have a co-facilitator.
5. **Hit the Record button.**

In your meeting:

6. **Housekeeping** to explain what we'll be doing today...

Welcome! Thanks for coming today and coming in on time.

I have muted everyone by default to avoid late-comers interrupting. Click the Microphone Icon at the bottom to toggle Mute and Unmute.

When I'm talking or sharing my screen, please speak up and let me know if you can't see anything.

7. **Share Screen in an application** not your whole screen.
8. **Video streams nicely** so don't be afraid of playing one.
9. **Chat is great** for live feedback & questions.