

# **PRE-FLIGHT CHECK**

## **Before your meeting:**

- 1** Close any extra apps you don't need, 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:**

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

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

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