📹 *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.