



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 Hit the **Record** button.
- 5 Make Co-Host if you have a co-facilitator.

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 using it.
- 9 **Chat is great.** Get live feedback & questions.