



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.