

Zoom Meetings - Host Checklist and Tips for Getting Started

1

Ahead of Your Meeting

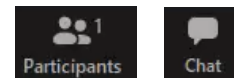
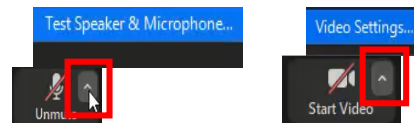
- ☐ Activate your e-CLASSES Zoom account and download desktop client (first time only)
- ☐ Sign in to your Zoom account and schedule your meeting
- ☐ Adjust meeting default settings: Recurring? Record automatically? Waiting room? etc.
- ☐ Send out email invitation (link) and documents participants need ahead of meeting
- ☐ Prepare lesson materials – slide presentation, images, videos, etc.



2

Just Prior to Starting Your Meeting

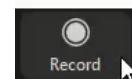
- ☐ Log in to your meeting early and plug in your headset (or speakers + mic)
- ☐ Test your audio by clicking the audio menu
- ☐ Test your webcam by clicking the video menu
- ☐ Open any applications that you will be sharing, close all applications you do not want to share
- ☐ Click on Participants and Chat options to display them at side, if preferred
- ☐ Share your screen or the application that you want in view when participants arrive
- ☐ Double-check all meeting settings – security, participant sharing, chat options



3

ZOOM Time!

- ☐ Turn on recording option (optional)
- ☐ Admit students into meeting if using waiting room option
- ☐ Allow participants to unmute themselves (optional) – security or participant menus
- ☐ Mute microphones if necessary (individually or mute all, from Participant menu)
- ☐ Confirm that participants can hear you and see shared content/webcam by asking for feedback (thumbs up if webcam on, green check from Participant menu)
- ☐ Click on Share Screen to display your desired content...



☐ and **BREATHE!**



4

Ending Your Meeting

- ☐ Assign an alternate host if you need to leave the meeting early
- ☐ Remind participants to download files from chat area
- ☐ Click End to end the meeting and convert the recording to mp4
- ☐ Select a location to save the recording

