



Pre-Meeting Checklist for Zoom Meeting

Install the latest Zoom client or mobile app

The web browser plug-in will download automatically when you start or join your first Zoom meeting, and is also available for manual download.

- Download the Zoom Client for Meetings [here](#).

You can also use your mobile device to start and join meetings. Apps for iOS and Android can be found here:

- iPhone/iPad: <https://itunes.apple.com/us/app/id546505307>
- Android: <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

Before Joining A Zoom Meeting

Make sure you have the necessary equipment:

- An internet connection – broadband
- Wired or wireless headset/earbuds with microphone
- Webcam – built-in or USB plug-in
- Download the Zoom Meeting-Participant GuidePreview the document to have as a reference during your meeting.
- Zoom meetings work with various operating systems, mobile devices and browsers. For an updated list of system requirements for PC, Mac, And Linux click here: <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>

Helpful Hints

-Always remember to mute your mic when you're not speaking. This prevents painful feedback.

-Turn off non-essential software that may be using the internet while you are in a Zoom meeting.

-If your internet connection becomes unstable, disable your webcam (stop video) and enable only when you need to speak.

-If you are using the chat feature and want to send a private message to another participant, double click on their name in the participants list and make sure you are not sending the message to 'everyone.'

Frequently Asked Questions

- [What version of Zoom am I running?](#)
- [How do I join a meeting?](#)
- [How do I join or test my computer audio?](#)
- [How do I test my video?](#)
- [Zoom video tutorials](#)