

# How to Have a Great Zoom

## Before Zoom Checklist

- ✓ Have you charged your device?
- ✓ Are you dressed appropriately?
- ✓ Do you have a pen/pencil and a piece of paper?
- ✓ Do you have a quiet and empty surrounding?



## Microphone and Video

Keep your microphone muted at all times unless you are answering a question.

Don't be too close or far from your microphone.

Also, don't be too close or far from your camera.

Keep your Video on at all times.

## Remember to be Kind

Be respectful to the Leader and do not take any photos of the zoom video.

## If you need Help

Wait for your turn to chat or talk.

Put your hand up literally or use the button on it.

After that, then try to ask in the chat.