



## Preparing for a meeting as a participant or host

### 1. Set up your equipment

- Download the [meeting desktop application](#)
- Use a **headset and microphone** if you have them, to reduce background noise
- Test your [audio](#) and [video](#)
- Review how to [share your screen](#)
- Close unnecessary tabs in your browser and turn off notifications such as Email or messaging

### 2. Check your environment

- Lighting should come from in front of you or from the side, in order to best light your face
- Keep your background clear of distractions or use a [virtual background](#)
- Look at your webcam if you are presenting
- Use gestures and mannerisms that you would typically use in person

## Hosting a Meeting

### Preparing Your Meeting

- [Review your host controls](#) and [meeting settings](#) ahead of time
- [Assign co-hosts](#) as needed **after** starting the meeting
  - Ask your co-host(s) to assist you in monitoring the chat and muting participants as needed.
- For hybrid meetings, ensure only one person has their microphone and speaker enabled in the meeting room to avoid feedback.
- [Start recording](#) (or set up automatic recordings) if desired
- Differences between [host and co-host](#) in meeting controls

### Communicating Expectations with Participants

- Remind participants to mute their mics when others are presenting or speaking
- Facilitate introductions and communicate meeting structure so your participants know what to expect from the meeting
- Share a meeting agenda or meeting document links in the chat, if applicable
  - **Note:** If a participant joins late, you or your co-host will need to re-send the links
- Communicate your expectations for whether participants should have their video on
  - There are many reasons why a participant may not wish to use video. Carefully consider your reasoning for requiring or not requiring video engagement.
- Let participants know how they can get your attention or engage during the meeting. Should participants:
  - Enter questions in chat?
  - Unmute themselves and start talking?
  - Use the nonverbal feedback **Raise Hand**?



## Participating in the Meeting

### 1. Participate Effectively

- Use the **Raise Hand** feature to notify the host or current speaker that you wish to speak
  - Some meeting hosts pay attention to whether someone unmutes their microphone when preparing to speak, but this is not guaranteed.
- Unmute your microphone before speaking.
- Identify yourself to meeting attendees - say your full name and pronouns the first time you begin speaking.
- When screensharing, if you are referring to something on the screen, describe where your cursor is going or what it is that you are referring to.
  - Avoid saying "here" or "this" when describing something. Instead, try using more descriptive language:
    - "Notice the box labeled 'sign in' in the upper-left corner of the home page."
    - "When reviewing the spreadsheet, in column H, row 34..."
  - Identifying what is happening on the screen increases access for everyone attending the meeting.

### 2. Stay Engaged

- Mute your microphone any time you are not actively speaking.
- Avoid noisy activities like typing while your microphone is on.
- Focus on the meeting - avoid multitasking when you can.
- Monitor chat for conversation
- Make sure you can see the Zoom windows at all times, especially if someone is sharing their screen

### 3. Reduce Distractions

- Sit or stand somewhere with a neutral background (or use a [virtual background](#)).
- Make sure your camera is on a steady surface to prevent shaking
- Turn off your camera if you need to take care of business outside of the meeting. Turn the camera back on when you are present in the meeting again.
  - Communicate privately with the meeting host or co-host if you need to step away from your computer, similarly to if you needed to excuse yourself from an in-person meeting. Notify the host or co-host when you return.