1. **Before the meeting – Prepare**
   - Create the Zoom meeting invitation in Outlook; set up default choices for guest audio and video; add an alternate host if needed
   - Attach all documents to the invitation and send to attendees
   - Follow up before meeting with any updated documents
   - Have alternate contact information for high stakes meetings

2. **Start the meeting – Create a conducive space**
   - Prepare the meeting space; arrange seating to work with conference equipment
   - Log into Zoom meeting early; always start the meeting on time
   - Test your audio equipment to make sure it works; test attendee equipment
   - Ask attendees to introduce themselves and then mute audio unless talking
   - Have a backup plan for audio (move communications to a phone line if needed)
   - Ask distant attendees to introduce themselves and then mute audio unless talking
   - Record meeting if necessary

3. **During the Meeting**
   - Make sure all speakers use the microphone and share any visual information
   - Confirm that distant attendees can hear speaker and view presentations; or that they see the video; move webcam or camera as needed
   - Encourage distant attendees to participate
   - For Q & A, give local audience the microphone OR repeat all questions and answers; confirming distant attendees can hear; Work with local audience to improve sound quality
   - Monitor audio from distant attendees and mute mics if necessary;
   - End meeting on time; verbally end meeting and close the Zoom Meeting; Don’t forget to stop the recording

4. **After the Meeting**
   - Save your recording to your drive for sharing
   - Return room and equipment to original location