Zoom Video Conference Pre-Event Checklist

To ensure your upcoming Zoom event goes smoothly, follow the checklist below:

Equipment Requirements

- ☐ Computer or mobile device
- ☐ Internet connection
- ☐ Speakers
- ☐ Microphone
- ☐ Webcam (optional - required for video)

Test Your Equipment

- ☐ Log in to the computer or mobile device and launch Zoom
  - NOTE: This may require Zoom app installation
- ☐ Start a meeting
- ☐ Launch the "Test Speaker and Microphone" feature to test your computer or mobile device audio
  - Do you hear a ring tone?
  - Speak and pause. Do you hear a replay?

Test Your Meeting

- ☐ Log in to Zoom via the app or browser as the meeting host
- ☐ Locate the "Join" link and start your meeting
- ☐ Test your equipment
- ☐ Test features you plan to use during the meeting including:
  - Screen sharing
  - File transfer
  - Chat
  - Q&A
  - Record
- ☐ Test your meeting link (txstate.zoom.us/j/MEETINGID)
  - Write the meeting ID for reference _____
- ☐ Log out of Zoom and close all browsers
  - Re-launch your web browser and click the meeting link
    - Did the meeting link allow you to join?

Best Practices for Zoom Meetings, Interviews, & Events

Prepare

Make sure you are in a quiet area to reduce background noise. Turn off any potential distractions such as music and video streaming services. You may also consider deleting or hiding bookmarked pages in your web browser if you'll be screen sharing, as they can be viewed by meeting participants.

Test Your Audio & Video

Test your audio and video devices (speakers, microphone, webcam) and mute all notifications that may serve as a distraction during the meeting.

Have All Docs & Assets Ready

Remember to have any slide shows, documents, or videos that you will need during the online meeting ready at hand. Before your meeting begins, you may want to send meeting documents to participants so they can prepare beforehand.

Open the Virtual Meeting Room Early

Log in to your meeting using your **NetID** (e.g., **zzz99**) and password. Opening your meeting a few minutes before the scheduled start time allows other participants to arrive and get settled.

Greet Participants

Introduce and acknowledge each member of the meeting so they don't feel anonymous. This will empower them to engage and communicate freely. Ask participants to mute their mic if they are not speaking to reduce background noise.

Be Ready for Your Interview

You can arrange a pre-interview prep session a day or so before the actual interview to make sure your interviewee can use Zoom. It is important for the interviewer to introduce all of the meeting participants before you start the interview.

> NOTE: Consider using multiple meetings for interviews rather than recurring ones, as the link remains the same. Having the same link allows the option for multiple interviewees to enter the meeting at the same time.

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