



Veterans of Foreign Wars

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One-page guide to obtain the most out of your Zoom meeting experience.

[Learn more about Zoom meetings](#)

Prepare for the meeting

1. Set up your equipment

- Download the [Zoom desktop app](#) and encourage guests to do the same
- Decide whether you will use one monitor or [two](#)
- [Get a headset and microphone](#) if you have them, to reduce background noise
- Test your [audio](#) and [video](#)
- Review how to [share your screen](#)

2. Look your best

- Position computer for lighting to come from front of you for best light to your face
- Keep your background clear of distractions
- Look at your webcam, not at the screen
- Use gestures and mannerisms that you would typically use in person

Participate productively

1. Make sure everyone can hear you

- Use a microphone when you speak.
- Make sure the microphone is on and close enough to pick up your voice.

2. Help everyone focus

- Avoid side conversations.
- If you are not talking, mute or turn off your microphone.
- Avoid noisy activities like typing while your microphone is on.

If you are the host

- [Secure your Zoom meetings](#) to prevent unwanted guests
- [Review your host controls](#) and [meeting settings](#) ahead of time
- Share housekeeping details with attendees
 - Remind them to mute their mics when others are presenting or speaking
 - Let them know how they can get your attention during the meeting
- [Start the recording](#) (or set up automatic recordings)
- [Troubleshooting audio problems](#) if they arise