A few suggestions:

- If you haven't already, please install the Zoom app as soon as possible:
  - [Desktop Computer](#) (Windows)
  - [Desktop Computer](#) (Mac)
  - [Google Play](#) (Android phones & tablet)
  - [Apple Store](#) (iPhone & tablet)

- If you have a headset and/or headphones, please use them. Using speakers or speakerphone tends to cause feedback and echo.

- If you have a camera, microphone and speakers/headphones on your computer, joining from a desktop computer is a great option. In particular, joining from a computer lets you use "Gallery View" which will allow you to see a live feed of the video of others in the meeting. Otherwise, you can join from any smartphone by using the Zoom app. If you don't have a computer or a smart phone, you can dial in from any regular telephone (instructions below).

- Mute yourself when you are not talking and unmute only when talking. TIP: From a desktop computer, you can press and hold the spacebar to temporarily unmute yourself; lifting the spacebar then puts you back on mute. There is information about how to use the "Attendee Controls" to mute/unmute yourself here:

  https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting

- Try to join 15 minutes early so that we can work out any technical issues, especially if you've never used Zoom before.

If you'd like to find out more about Zoom Meetings, you can do so at this link:
https://support.zoom.us/hc/en-us/articles/206175806-Frequently-Asked-Questions#h_bd83fa44-e32f-47b6-8fd6-0e2d1eb6077b