



Make the most of your virtual meetings with these tips and tricks!

## Before the Meeting

### First time on Zoom?

Before using Zoom for the first time, download the desktop application or mobile app. Check that you can get in and that your audio works. Do a quick test using this link: <https://zoom.us/test>.



### Check your background.

Take a look at what shows behind you during your test. Are there items in the background you need to move or adjust? Don't sit somewhere with a light source (like a window) directly behind you – it will cause shadows.



### Brighten up your lighting.

Make sure there is enough light in the room – especially on your face. This will help make your video more clear and bright. Make sure your whole face can be seen.



### Avoid virtual environments.

We recommend that you do not view the program in a virtual environment such as Citrix; the livestream tends to have issues inside of those programs.



### Disable pop-up blockers.

Pop-up blockers may interfere with meeting functionality such as polls. Please disable them before the meeting.

## During the Meeting



### Sign in with your full name.

Please be sure to type in your first and last name accurately, if prompted, as we will use this to verify attendance.



### Use video for interactive meetings.

Virtual is the new normal. Turning on your video helps you be an active participant in committee and other group meetings. Your video will automatically be disabled in large livestream courses and events.



### Mute yourself while listening.

Unless you are speaking or engaging in an open dialogue, place yourself on mute to eliminate the sounds from your side – typing, feedback, and other people in the background. Place other devices, like your cell phone, on silent.



### Use the chat and Q&A functions.

Keep your Zoom window open to full screen in order to access the attendee buttons you may need to use (Q&A, Raise Hand, Chat, etc.). Use the group or private chat function for questions or comments to other attendees or to CTCPA staff so as not to disturb the presenter. Use the Q&A function to ask the presenter a question.



### Answer polling questions for attendance verification.

Most programs offering CPE credit use an online polling system for attendance verification. Please be sure to answer the polls to receive your credit.

Having problems seeing the polling questions?

- You must use the Zoom desktop application or mobile app to see polling questions. If you participate using a web browser, you will not see the polling questions.
- Please disable any pop-up blockers in order to allow polls to launch.
- If you are using multiple screens, the poll may launch on a different screen than the main meeting.



### Multiple participants, single audio.

If you are in the same physical room with multiple people joining the same meeting, all participants should Zoom in on their own device – this ensures a dedicated video view of each person.

- To eliminate feedback, only one device (phone or computer) in the room should have the audio connection. Please note that simply muting your computer is not enough – when you launch Zoom, each participant will need to turn off the audio interface except for the single audio line.
- Attendance polls must be answered by each individual attending a program that offers CPE credit.