

Zoom: Pre-Meeting Checklist

To ensure you receive the highest quality video lesson possible, please ensure all of the following points are completed before each of your private lessons:

Install the latest Zoom client or mobile app

Ensure you have the latest version of Zoom installed on your device. You can download Zoom for free [here](#).

If you already have Zoom installed, make sure that you are always using the most up-to-date version.

Equipment needed for Zoom

Make sure you have the necessary equipment:

- An internet connection – broadband wired or wireless
- Webcam – built-in or USB plug-in
- Audio speakers or wireless earbuds

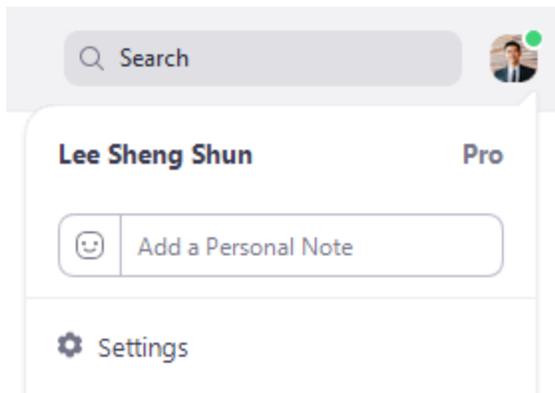
Zoom meetings work with various operating systems, mobile devices and browsers. For an updated list of system requirements for PC, Mac, And Linux click [here](#).

In addition, make sure your laptop or phone (if using) are fully charged before beginning your Zoom meeting. Ideally, have your device plugged into it's charger for the duration of your meeting.

Testing your video before a meeting

1. Log in to the Zoom client.

2. Click your profile picture then click Settings.



3. Click the Video tab.



4. You will see a preview of your camera and can choose a different camera if needed.



Camera:

HD Pro Webcam C920

How to ensure a high-quality Zoom experience

- Use the best Internet connection you can. In general:

- [Wired connections](#) are better than wireless (WiFi or cellular) connections.
 - WiFi connections are better than cellular (3G/4G/LTE) connections.
 - Plan ahead for Zoom meetings, and as often as possible, join Zoom meetings from a location where you can use a fast, reliable, wired Internet connection.
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- Turn off non-essential software that may be using the internet while you are in a Zoom meeting.
 - Zoom meetings can demand significant memory and processing power from your computer. Closing other applications, ones you do not need during the session, will help Zoom run better.
 - Check your Internet connection speed BEFORE participating in a Zoom meeting.
 - You'll need a minimum of 600 Kbps (0.6 Mbps) download speed to make one-on-one video calls on Zoom. Try your best to ensure your speed exceeds this minimum value. You can check your connection speed for free at any of the following speed test websites:
 - <https://speedtest.net>
 - <https://fast.com>
 - <https://speedof.me>
 - <https://testmy.net/>
 - You can also use an app to detect where the strongest WiFi signal is, such as CloudCheck (free on [Android](#) / [iOS](#)). This app includes a WiFi Speed Scan feature to identify where the signal strength is best – and ergo, where you can plant yourself for the duration of the call. The app can also tell you the ideal location to place your router.
 - For the strongest WiFi signal, sit near your router so there are as few obstructions as possible between it and your device. These include walls or

floors, as well as potential signal interference from microwaves, televisions, and even mirrors (which can reflect the wireless signal, disrupting the transmission of your data).

- If you have an Ethernet cable, you can also connect your laptop to the router to tap the mother lode directly – wired internet is a little faster than wireless internet.
- **Avoid other activities that will steal bandwidth.**
 - Don't start other bandwidth-intensive activities just before, or during, a Zoom meeting - and this includes family members on other computers! On your Zoom device—and as much as possible, on other computers and devices that share your Internet connection—avoid:
 - large downloads
 - large uploads
 - streaming video (e.g. Netflix, Hulu, YouTube)
 - cloud backups (e.g. Carbonite, CrashPlan)
 - cloud file synchronizations (e.g. OneDrive, Dropbox)
 - other high-bandwidth activities

What to do if Zoom video or audio starts lagging

- Often, logging out and back in can solve connectivity problems.
- **Disable HD webcam video.**
 - Sending high definition (HD) webcam video requires more bandwidth than sending non-HD. Disabling HD video will free up more of your Internet connection for other parts of your Zoom meeting.
- **Disable video enhancing effects** such as “Touch Up My Appearance”.
- **Adjust your home network.** If your Wi-Fi is slow, it can add delays to a video call. Try using a [wired connection](#) between your computer and modem to speed things up.