Technical Appendix

- **Zoom Settings**
  - **Camera**
    - FaceTime HD Camera
    - Original ratio □ HD □ Mirror my video
  - **My Video**
    - Touch up my appearance □
    - Adjust for low light □
    - Always display participant name on their videos □
    - Stop my video when joining a meeting □
    - Always show video preview dialog when joining a video meeting □
    - Hide non-video participants □

- **Internet**
  - Proximity to the router?
  - Close all opened apps except Zoom and slides
  - Ask family members to stay off internet while you are presenting

- **Audio**
  - Earbud with microphone is best
  - Any headphones can work, even if no microphone
  - No Apple Airpods
  - Confirm devices are set correctly in Zoom

- **Video**
  - Subject Placement within Frame
  - Camera Eye-Level
  - Background
  - Lighting

Screen Sharing
- Launch the slides app
- Share screen
  - Do they have video or audio in their presentation? If so, make sure they know the correct options to select.
  - Start share
  - Does it look correct?
  - Stop share