



Prepare for Your Zoom Session

1. Test Your Technology

- Make sure your device (computer, tablet, or phone) is charged.
- Check that your camera and microphone work. (Panasonic ErgoFit Wired Earbuds With Microphone \$18 work well for macbook)
- Test your Zoom link before the session.

2. Find a Quiet, Private Space

- Choose a location with minimal distractions and background noise.
- Let others know you'll be in a session if needed.

3. Have Materials and Logins Ready

- Gather any notes relevant to the session.
 - Have any login credentials or passwords ready. **Using a password manager** (like **1Password**) is highly recommended for easy access.
 - Keep a notebook and pen handy for taking notes.
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4. Check Your Internet Connection

- Use a stable Wi-Fi connection.
 - Close unnecessary apps or browser tabs to prevent slowdowns. It may be a good idea to clear cache in your browser or restart your computer to prepare for your session.
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5. Be Ready to Participate

- Be prepared to speak, share ideas, and ask questions.
- Consider jotting down points or questions you want to cover beforehand.