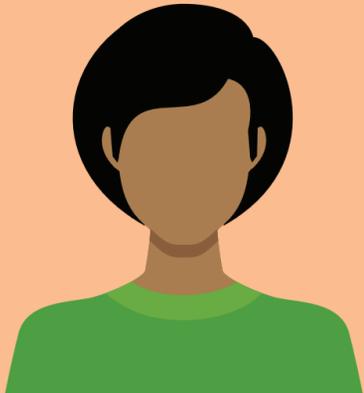
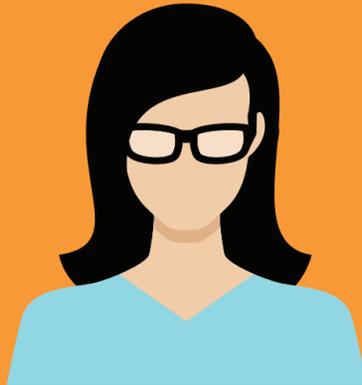


7 PRO TIPS

for Mastering Your Next (or First!) Zoom Meeting



1

Join a test meeting beforehand to test your speakers, microphone and webcam.

2

Encourage attendees to arrive early to test their own equipment.

3

Avoid hackers by securing your meeting with a password and utilizing the “waiting room” to approve who gets in.

4

Remind everyone to set their microphone to mute unless it’s their turn to speak.

5

To avoid lag, schedule your meetings at “off” times, since most meetings are set for top or bottom of the hour.

6

Turn off alerts, especially if you’re going to be screen-sharing.

7

Encourage use of the chatroom feature for questions or to be recognized as wanting to speak.

Source: Florida Realtors Tech Helpline



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Need help?

Call the Florida Realtors
Tech Helpline
407.587.1450