



# Zoom Checklist

*Some helpful tips and a checklist for preparing to present via Zoom*

## Do I Have What I Need?

Make sure you join using the Zoom app and not the browser version. The Zoom app gives the most control options, such as easier management of audio/video permissions.

## Do I Have the Right Equipment?

- [Download](#) or [update](#) the Zoom app
- Sign into your [Zoom account](#)
- Run a test meeting
- Open the meeting [from the Zoom app](#) and not your browser

## What about My Presentation?

We use PowerPoint or Apple Keynote files. Please note the following:

- Send your final presentation file at least 24 hours before your webinar
- We share your slides from our computers to facilitate Poll Everywhere
- Use [Zoom Slide Control](#) feature to control your slides
- See these [notes and requirements](#) for our Telehealth presenters
- View this [tutorial on how to share](#) in zoom
- Use “[optimize for video](#)” if you have video or audio in your slides

## Can You Hear Me?

A common issue and frustration with video conferencing is audio.

- [Test your audio](#) before your meeting
- Change your audio devices in [settings](#)
- Know when you're muted or not in your [controls](#)
- Try using headphones to avoid feedback issues with a mic

## How Do I Look?

A few helpful tips to maximize your video presence:

- [Test your video](#) before the meeting
- [Turn off camera when joining a meeting](#) setting option
- [Adjust your lighting and touch up your appearance](#) in the Zoom app!

## Need More Help?

UNCLCN provides one-on-one technical support, training, and webinar management for oncology related events.

Contact us at [unclcn@unc.edu](mailto:unclcn@unc.edu) or (919) 445-1000 to speak to our technical support or to schedule an appointment.