ZOOM SET-UP CHECKLIST

Log In Using: Questrom.zoom.us
Click a Topic to Learn More

1. SET UP MEETING LINK
   Create a link that you can share with your students to invite them to the Zoom meeting.

2. UNDERSTANDING MEETING CONTROLS
   Learn how to use the different features in Zoom to manage different settings and tools for your meeting.

3. SCREEN SHARING
   Infographics are visual representations of data, making complex info easier to share and digest. When making your own, simply organize your images, charts, and text. Finally, cite your sources.

4. CONFIGURING AUDIO/VIDEO
   Connect and test your camera and mic. Create Default audio/visual settings for meeting attendees.

5. BREAK OUT ROOMS
   Create spaces for students to have small group discussions.

6. JOIN A MEETING
   Join a meeting and invite others to join.

PRO TIPS
1. Test your audio and camera and review your controls before the meeting.
2. Have all attendees mute their microphone unless speaking and avoid noisy activities that can be picked up by the microphone.
3. Avoid distractions and private behaviors (everyone can see you).
4. Familiarize yourself with the screen sharing features to make sure you are sharing the right screen.
5. Look at the camera. It will create the feeling of eye-contact.
6. Troubleshoot using the linked videos above or email questromhelp@bu.edu.

Questrom School of Business