▼ ☐ **Computer**

- ☐ Plug in if possible, check that it's charging (or check battery level)
- ☐ Check WiFi signal — connect to Ethernet if possible
- ☐ Restart. Just do it.
- ☐ Quit any unnecessary apps that open at startup
- ▼ ☐ Open only the apps needed for your presentation:
    - ☐ Powerpoint, Keynote, Google Slides (use Chrome for Google apps), or PDF reader
    - ▼ ☐ Browser:
        - ☐ Open any tabs needed, bookmark all tabs (e.g., landing page or order form to purchase)
        - ☐ Clean up Bookmarks Bar or turn off "Always Show Bookmarks Bar"
    - ▼ ☐ If your computer desktop will be visible, clean it up
        - ▼ ☐ Move everything into one folder or use an app like HiddenMe to quickly hide icons:
            - ☐ https://apps.apple.com/us/app/hiddenme/id467040476
        - ▼ ☐ Optional: Choose a simple desktop color instead of a photo
            - ☐ Bonus points for branding as your desktop background
- ☐ Plug in and test anything needed for microphone or webcam
- ▼ ☐ Optional: Quit or hide unneeded menu bar or taskbar icons
    - ☐ On a Mac, you can use Bartender (macbartender.com) to temporarily hide menu bar items
    - ☐ If you're sharing your desktop, hde the date, time, and battery level if they will be distracting
- ☐ Before your presentation, turn off notifications with "Do Not Disturb" (re-activate after)

▼ ☐ **Presentation**

- ☐ Make sure your presentation is available from the Cloud or, better, synced so it's on your device
- ▼ ☐ Make sure any movie or audio files are playable, ideally not streaming from the Cloud.
    - ☐ Tip: You can edit in a better resolution version of any standalone video in the replay recording afterward
- ☐ Check how the fonts look — make sure fonts used are available on the computer — change if needed
- ☐ Do a quick run-through to check slides and transitions
- ▼ ☐ Make sure you have an offer slide if needed, with URL to order, deadline for any deal or promo code
    - ☐ Don't wait until the very end to offer, follow with additional content or Q&A
    - ☐ Have a final "Thank You" slide with next step Call to Action, how to contact you
- ▼ ☐ If you are switching between camera-view and a full-screen presentation, practice that hand-off.
    - ☐ You will likely have to exit full-screen mode in your presentation to access the teleconferencing interface
- ▼ ☐ When presenting, take time at the start to give a quick overview:
    - ☐ How to ask questions, use the chat, etc.
    - ☐ Get them engaged right away, e.g., typing where they're from in the chat
    - ☐ If your slides are dense with info, make them available to download so people aren't distracted trying to capture
- ☐ Script yourself a "clean out" so you don't ramble: "Thanks so much (to my co-hosts, for everyone here, all your great questions). I'm looking forward to talking with you again soon (or seeing you in the program, etc.)

▼ ☐ **Zoom, Skype, GotoMeeting, etc.**

- ☐ Sign in to your account

- ☐ If you've scheduled the meeting or webinar, make sure it matches the details you've sent out

▼ ☐ Check the preferences

    ▼ ☐ Zoom

    - ☐ Audio: Test Speaker, Test Mic

    ▼ ☐ Video: My Video:

      - ☐ Enable HD

      - ☐ See if you prefer "Touch up my appearance" — it's a little blurry for my taste

    ▼ ☐ Video: Meetings:

      - ☐ Hide Non-Video Participants

    ▼ ☐ Recording: Select where you want to store recordings

      - ☐ Check "Choose a location…" if you want to change it per session

      - ☐ Check "Optimize for 3rd party video editor"

      ▼ ☐ Check "Record video during screen sharing" (or not if you prefer)

        - ☐ This will record a small frame of video on top of your presentation, wherever you position it

      - ☐ If you don't want anything covering your presentation, select "Place video next to the shared screen…"

      - ☐ If you're using Cloud Recording, see how much storage you have available and click "Manage…" if necessary

    ▼ ☐ Accessibility

      - ☐ If you check "Enable shortcuts even when the Zoom app is not in focus" you can use the shortcut to "Stop/Start Share Screen" from your full-screen presentation to return to camera view.

- ☐ **If you want a recording, make sure Recording is on and not paused :-)**