Conduct a Zoom Meeting

Step 1: Plan Your Meeting

☐	Decide: • **The goal**: What is the meeting about? • **The people**: Who needs to join? • **The time**: When will it start and how long will it last?
☐	Write a short **agenda** (a plan of the meeting). Example: 1. Quick updates 2. Main topic discussion 3. Questions 4. Next steps

Step 2: Schedule the Zoom Meeting

☐	Open zoom.us and **sign in**. Click "**Schedule a Meeting**".
☐	**Fill in**: • Meeting title • Date and time • Duration • Tick "Require Passcode" (optional for security) • Tick "Enable Waiting Room" if you want to control who enters
☐	Click "**Save**".
☐	**Copy the link and send it** to participants by email or calendar invite.

Step 3: Check Your Tech Before the Meeting

☐	Test your:
	
	  • 🎤 Microphone
	  • 🎧 Speakers
	  • 🎥 Camera
	  • 📶 Internet connection

☐	Have your agenda and documents ready.

Step 4: Start the Meeting

☐	Open Zoom and **click "Start"**.
☐	**Let people in** from the waiting room.
☐	**Check that everyone can hear and see you**.
☐	Start with a **warm welcome**: "Hi everyone, thanks for joining! Here's what we'll cover today…".

Step 5: Lead the Meeting Clearly

☐	Follow your agenda.
☐	Speak **slowly and clearly**. Find a suitable speed that everyone can understand.
☐	**Share your screen** if needed (click "Share Screen" and choose a window). Whenever possible, use visual materials to support explanations, making them clearer and more accessible to everyone.
☐	Ask if people have **questions** after each topic.

Step 6: Manage the Time

☐	Keep an eye on the clock. Move on if a topic takes too long—say: "Let's note this and return later if we have time."
☐	If needed, assign time for open discussion or Questions&Answers.

Step 7: End the Meeting Politely

☐	Summarise: "Here's what we decided…" or "Next steps are…".
☐	Ask if anyone has a final question or comment.
☐	Thank everyone for joining.
☐	Click "End Meeting for All".

Common challenges and solutions

Challenge	Solutions
Afraid of tech issues	Test your mic and camera 10 minutes before. Have a backup plan (e.g. phone).
Not sure how to start the meeting	Use a checklist. Prepare a short welcome script like "Thanks for joining!"