

Using Virtual Meeting Platforms: Know Your Software!

Whether using Zoom, Google Hangouts, or any other platform, be sure to:

- Use the downloaded software, not the web browser
- Do practice meetings with 2 or more (3 to 5 is best) other people
- Test every feature and control in your practice meetings
- Practice as the host and as a non-host attendee to know what everyone sees
- **KEEP PRACTICING!** Think of it as a new instrument to play, remembering that developers will keep improving it (or, “improving” in ways that create challenges or inconvenience), and the interface may change!

Remember to consider the needs and limitations of your participants:

- Make sure there is an option for calling in by phone and that instructions on how to use a regular phone are shared with everyone
- In advance of planning meetings, ask participants what type of internet service they have (Cable/Ethernet? Wi-fi?)