



One of the fundamental tips for successful ZOOM meetings is that your Mics must be muted except during social time and when you are expected to speak. Our Zoom host will attempt to mute everyone except those who are expected to speak during the meeting, but you may want to ensure that your mics remain muted so as not to interrupt the meeting.

If you have questions during the speaker's presentation please click on Chat and type in your question. The Moderator will review the questions and pose them to the speaker once the presentation is complete.

Since ZOOM works a little differently on all devices, you might want to check the information for your device as follows:

- [ZOOM Cheat Sheet – iPad](#)
- [ZOOM Cheat Sheet – Laptop/Desktop](#)
- [ZOOM Cheat Sheet – Smartphone](#)
- [ZOOM Cheat Sheet – Chromebook](#)

Please note that our ZOOM licence permits us to have meetings with up to 100 devices plugged in to the meeting at any one time, so please try to have only 1 device connected per family if possible.