




IAPMO ZOOM Attendee Check List

1. Use a device that has audio and video (webcam) capabilities, webcam not needed if attending a Webinar. (Smart Phone, Tablet, Computer, etc.)
 - Using a mobile device, download the free Zoom app from your app store.
 - Select a quiet location when in attendance to avoid distractions.
 - Limit other Internet devices from streaming (i.e., online gaming, video streaming, etc.). A lot of Internet traffic in your location will cause connectivity issues.
 - Every piece of technology is different, and we will do our best to help you troubleshoot issues you may have. We do ask that you perform all testing with your device when prompted by Zoom.
2. Become familiar with the Zoom Platform: <https://support.zoom.us/hc/en-us/articles/200941109-Attendee-controls-in-a-meeting>
 - a. During the presentation we ask that you keep your mic and video off. We will answer questions at the end of the presentation. You can place your questions or comments in the chat, or QA option.
 - b. At times we may ask you to expand on your question at which time you can use your mic.
 - c. Having a webcam during a Zoom Webinar or Meeting is not required.
3. If for any reason you must leave, please send a detailed email to seminars@iapmo.org; with your name, title of event attending, date of event.
4. If you lose Internet, once restored try reconnecting. If you have a power loss, when time permits, send an email to seminars@iapmo.org; with your name, title of event attending, date of event, state you had a power loss.
5. Change your name after being admitted into the event. When you enter, Zoom lists you with your device's name.
 - Locate and select the participant icon at bottom of your screen by hovering your mouse, select participants.
 - iOS and Android users please visit this link: <https://support.zoom.us/hc/en-us/articles/200941109-Attendee-controls-in-a-meeting>
 - When connecting to the event allow Zoom access to your audio and video.
 - From the list find your device name,
 - to the right select more ,
 - select rename.
 - in the rename pop-up add your name.
 - select the checkbox next **Remember my name for future meetings**
 - selecting **ok** completes the change.