



Preparing for Your Zoom Session

The success coaches are excited to meet with you soon. To make the most of the session time, review the following information.

Before Beginning your Zoom Session:

- ❑ Download the Zoom app or web browser client. Using a desktop/tablet is preferred because of screen sharing, but your mobile device can be used too.

[Zoom for iOS](#)

[Zoom for Android](#)

[Zoom for web browser](#)¹

- ❑ [Create a Zoom account](#)² using your first and last name and add a profile picture. *Using a camera is preferred*, but a profile picture helps us put a face with a name.

- ❑ Familiarize yourself with [meeting controls](#).³ Make sure you know how to use chat and mute/unmute your microphone.
- ❑ Before your one-on-one session with your Success Coach, take time to review the [Orientation Guide](#).⁴

During your Zoom Session:

- ❑ Ensure you have a quiet place to conduct the session and an appropriate [background](#).⁵
- ❑ Join the room 3-5 minutes before your scheduled time.
- ❑ Don't be afraid to ask questions using [chat/Q&A](#).⁶
- ❑ Keep your [microphone muted](#)⁷ when you're not speaking.

*Zoom is commonly used at Athens State, so be sure to maintain your Zoom account for future usage.

¹ <https://zoom.us/download>

² <https://support.zoom.us/hc/en-us/articles/201363203-Customizing-your-profile>

³ <https://support.zoom.us/hc/en-us/articles/200941109-Participant-controls-in-a-meeting>

⁴ <https://www.athensedu.org/pdfs/ssc/SuccessCenterOrientationGuide.pdf>

⁵ <https://support.zoom.us/hc/en-us/sections/200521865-Video>

⁶ <https://support.zoom.us/hc/en-us/articles/203650445-Using-in-meeting-chat>

⁷ <https://support.zoom.us/hc/en-us/articles/203024649-Video-Or-Microphone-Off-By-Attendee>