



Virtual Meeting Resources Introduction

Virtual meetings can be a useful option for group communication and collaboration. When run skillfully, they can help personalize the conversation and effectively engage participants. The enclosed set of resources is provided to help you successfully host virtual meetings with Zoom. Though some of these resources are specifically applicable to the Zoom platform, there are overarching concepts applicable to virtual meetings using any platform. The following resources are provided:

- **Zoom Video Tutorial:**
An 11-minute video tutorial that demos the key steps to scheduling, launching, and joining a Zoom virtual meeting
- **Resource Guide for Virtual Meetings with Zoom:**
A printable checklist and brief descriptive guide to help you effectively host a virtual meeting in Zoom
- **Addressing Challenging Behaviors in Virtual Meetings:**
Additional tips for how to effectively handle those occasional meetings you may host where challenging behaviors arise
- **Top 12 Zoom How-To Links:**
A one-page list of the most useful How-To Zoom links sourced from Zoom's online support pages

Although these resources are intended for hosts, some aspects may be helpful for participants as well.