ACTEC®
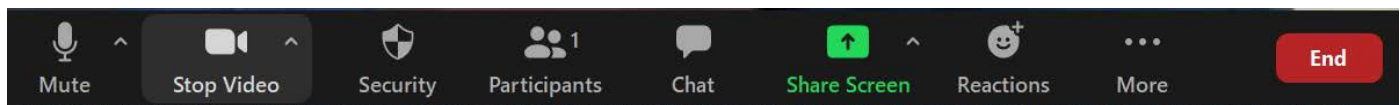### THE AMERICAN COLLEGE OF TRUST AND ESTATE COUNSEL

GENERAL INFORMATION:

- Launch Zoom (Ethernet often provides better connectivity than WiFi) / Connect 15-20 minutes early
- **Enter / Confirm YOUR FULL NAME (First, MI, Last)** is correct (YOUR FULL/CORRECT NAME IS CRITICAL)
- Calling in via computer should make it easier to connect
- If you have a poor connection or are having difficulty staying connected, leave the session and click on the link to rejoin. If that doesn't work, call one of the phone numbers listed in the invitation to join by audio.
- Upon entry everyone is placed in a "waiting room." The ACTEC staff will move you in to the meeting room ahead of attendees to finalize any details. When you are ready, attendees will be let into the meeting.
- The looping presentation of sponsors will end at the scheduled meeting start time.
- There will be opportunities for Q & A – participants should submit questions via "Chat" function
- Meetings will not be recorded

ZOOM CONTROLS ORIENTATION: (typically located at the bottom of the video screen)

Video will be "STOP" upon your arrival
The arrow (^) opens video settings menu for you to adjust presets (alternate camera, virtual background)
Presenters and Committee Members are requested to please "START" Video
Visitors are requested to "STOP" Video, unless the chair requests them to "START"

Mics will be Mute upon your arrival. If you are NOT the presenter, **PLEASE MUTE**.
The arrow (^) opens audio settings menu controls to adjust presets (external mic, mute, etc)
PLEASE MUTE if you are not speaking

Please use the chat function for submitting questions for Q & A, sending messages to the entire group or specific participant individuals, and sharing attachments.
Send "IT HELP" request message to an ACTEC staff member.

Menu: Host View

Menu: Participant View

The Participants icon and menu (see images) allows participants and hosts to view who is in the meeting.

RENAME: This menu allows participants to themselves.

RAISE HAND: Participants use this function to request support during the meeting

Presenters should prepare themselves by having their Power Point Presentations open on their desktop (NOT in presenter mode) and close other programs/windows/apps (especially email)