

Greetings!

The Deloitte team will be using the videoconferencing platform Zoom to deliver a more interactive virtual presentation. To help provide the best experience, we're offering a few tips in advance. We'll also give additional guidance during the call.



TIP #1

Download Zoom prior to our meeting.

You can download Zoom at <https://zoom.us/download> any time before our meeting. It doesn't take long, but we recommend downloading at least an hour before the call. If CPE is offered, log-in using the name that should appear on the CPE certificate



TIP #2

Use Zoom tools and features to actively engage.

Make sure your name is displayed correctly (Last, First). Click 'Manage Participants' (bottom left), hover over your name and choose 'Rename'. Ask questions at any time using the chat feature and we'll respond in real time. Stay muted unless you're talking to reduce background noise. If you're using video, turn on our camera and make sure it is at eye level and you're in a well-lit place. Move seamlessly between Gallery View and Speaker View to control whose video appears on your screen.



TIP #3

Technical Issues

If you're experiencing technical issues please log out and log back on. If you get a "internet connection is unstable" message, turn off your video to save on bandwidth or remove non-essential devices from your wireless network.

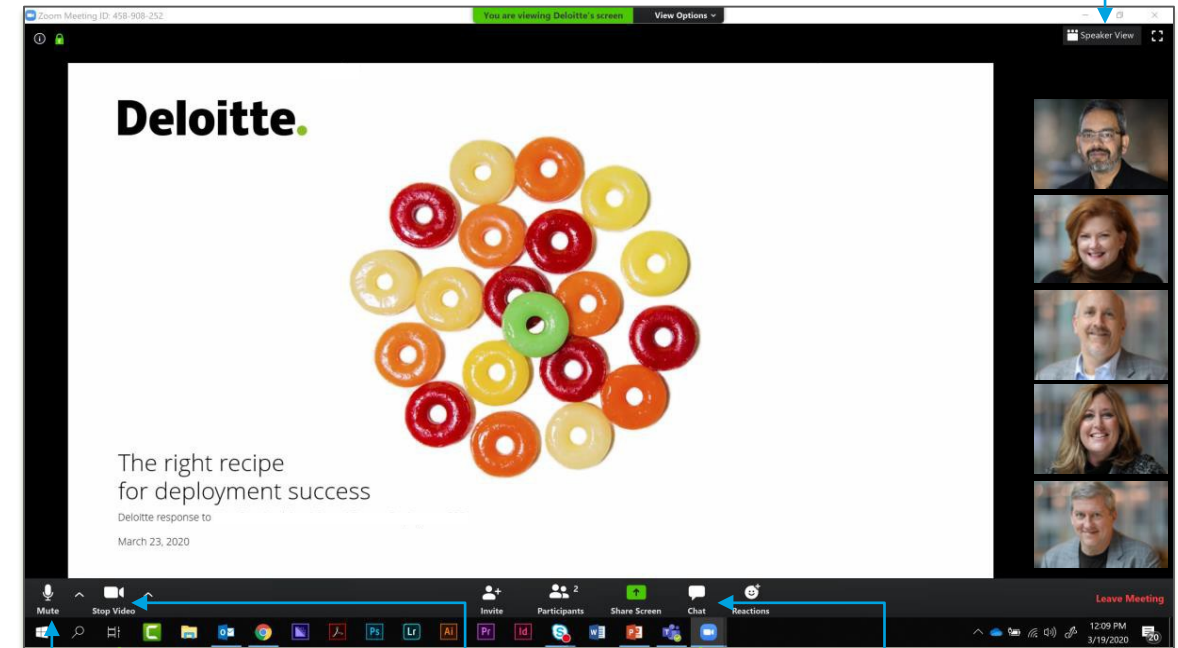


TIP #4

Familiarize yourself with the Zoom call controls

Video layout

Toggle between Gallery View and Speaker View to see all participants or just the speaker



Mute/unmute mic
Turn on/off your audio

Video on/off
Start/stop your video

Chat feature
Ask questions using Chat