

# How-To | Preparing for a Zoom Meeting

To host a successful meeting, we recommend the following equipment:

- A laptop or desktop computer
- A high-definition web camera. This allows you and your participants to meet virtually face-to-face. You may have a camera built-in to your computer.
- A headset with a microphone for voice over computer audio. Your computer may have a built-in microphone, however if you need higher quality audio for teaching or presenting, a headset will provide a better experience for your meeting participants.

**Note:** You do NOT need to use the VPN to access or start a Zoom meeting.



## Need Further Assistance?

For more information and resources, please visit <https://webconferencing.uchicago.edu/>

## CONTACT US

For any Zoom technical assistance, please contact the IT Services Service Desk at [itservices.uchicago.edu](https://itservices.uchicago.edu). For other questions, e-mail us directly at [cme@bsd.uchicago.edu](mailto:cme@bsd.uchicago.edu).