

zoom

BEST PRACTICES

Meeting Host Guide



MEETING

IDEAL FOR HOSTING INTERACTIVE COLLABORATION SESSION

FOR UP-TO-DATE SUPPORT AND FEATURES, VISIT [SUPPORT.ZOOM.COM](https://support.zoom.com)

SCHEDULE YOUR MEETING

Set the Date, Time, and Duration of your meeting

Attendees that join will vary by time zone. Duration allows for easy time-blocking on calendars and does not limit your actual event live time.

Schedule a Recurring Meeting

Best if you are hosting a series or set of meetings. Choose a specific daily time, a custom weekly schedule, a specific day of the month, or set to "no-fixed" time for maximum flexibility.

CUSTOMIZE YOUR MEETING

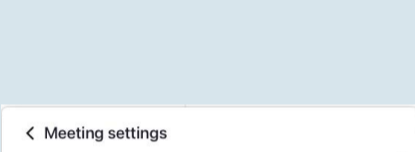
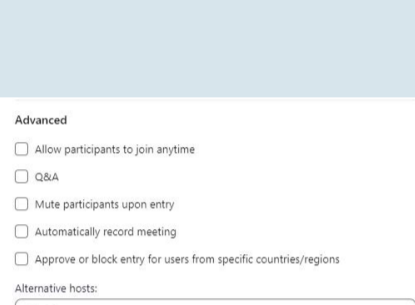
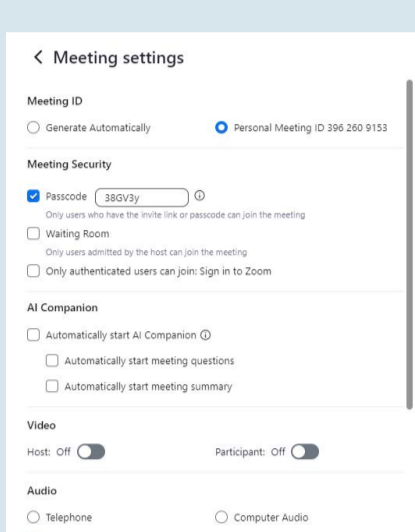
Customize Your Meeting Settings

- **Passcode:** You can require passwords for an added layer of security. Joining participants will be required to input this before joining your meeting.
- **Waiting room:** Allows the host to control when participants join the meeting by placing them in a waiting room. Only users admitted by the host can join.
- **Video:** Choose if you want the host's or the participants' webcams on or off when joining the meeting. If you choose 'off' for the host or participants, they will have the option to start their video in the meeting.
- **Audio:** We prefer to select 'Telephone and Computer Audio' to allow participants to use any computer devices or telephone to listen and talk on the meeting.

Additional Meeting Settings

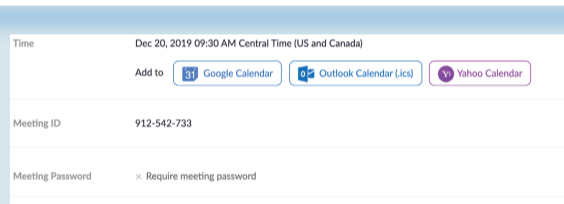
- **Only authenticated users can join:** This requires each participant to sign in before they join a call.
- **AI Companion:** A built-in AI assistant that can help participants be more productive and collaborate better.*
*Note: If you turn on Automatically start AI Companion, it will be on for every meeting you schedule.
- **Allow participants to join anytime:** Participants can join a meeting without you or before you join.
- **Mute participants upon entry:** This will mute all participants as they join the meeting. Participants have the option to unmute their microphone in the meeting.
- **Automatically record meeting:** Check this if you want the meeting to be automatically recorded.
- **Alternative Hosts:** The alternative host option allows you to schedule meetings and designate another Pro user on the same account to start the meeting if you are unable to. This user will receive an email notifying them that they've been added as an alternative host, with a link to start the meeting.
- **Schedule For:** If you have scheduling privileges for another user, you will be able to choose who you want to schedule for from the drop down. Executive Admins will find this feature very useful!

** **CLICK SAVE TO FINISH**



INVITE ATTENDEES

Once finished, you can either select a calendar option to add the scheduled meeting to your calendar or select 'Copy The Invitation' to send out the invitation to your Zoom meeting.



OTHER SCHEDULE OPTIONS

Zoom Outlook Meeting Option: This allows you to easily add a Zoom meeting to any new or existing calendar event.



SECURITY FEATURES

CHECK ZOOM SECURITY

Use Waiting Room so you can confirm who's attending and admit participants when you're ready. If you can provide a link directly to your known participants, Meeting Passcode will ensure only people you invite can join.

ENLIST A CO-HOST (OR 2)

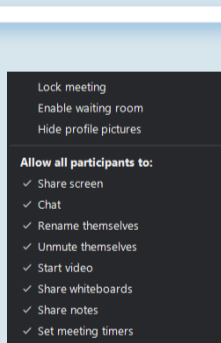
Co-hosts help facilitate during a meeting and have the same meeting controls as the host.

Ask your co-host to:

- Monitor the Waiting Room and admit attendees
- Monitor Chat and moderate questions
- Mute, unmute, and remove participants
- Stop attendees from screen sharing

PRACTICE SECURITY CONTROLS

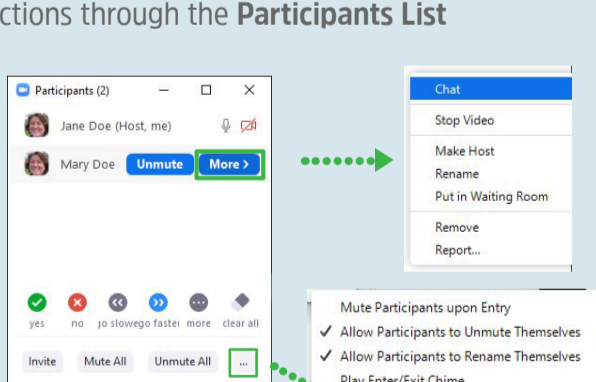
- **Lock Meeting:** no more participants can join
- **Enable Waiting Room:** those joining after the start of the meeting can be reviewed and admitted
- **Allow Participants to:** un-check each ability you want to withhold from participants to prevent screen share takeovers, chat conversations or attendees changing their names on their screens (all of these are commonly used by zombombers to disrupt meetings). If something happens, click **Suspend participant activities**



MANAGE PARTICIPANTS

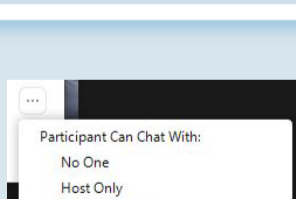
Prevent background noise and other distractions through the **Participants List**

- Mute/unmute an individual or all participants
 - Set participants to arrive muted
 - Determine if participants can unmute themselves (host/co-host can unmute when needed)
- Stop a participant's video, move them to the Waiting Room or remove them from the meeting



MODERATE CHAT

A constructive Chat during the meeting can help address questions or allow participants to contribute while muted. Hosts/co-hosts determine who can see Chat messages.



SUSPEND PARTICIPANT ACTIVITIES

Should there be disruption during a meeting, the host/co-host can use the latest "panic button" feature to suspend participant activities. Clicking the Host Tools icon and choosing Suspend Participant Activities will disable the following:

- All video
- All Audio
- Screen Sharing
- Recordings
- In-Meeting Chat
- Breakout Rooms
- Annotations

TAKE QUICK CONTROL

Manage disruptions and get back on topic in an instant:

- ✓ **Participants > Mute individual:** Stop noise or participants talking over others
- ✓ **Participants > More > Remove:** Eject the person from the meeting
- ✓ **Chat > Host Only:** Halt disruptive comments/inappropriate sidebar conversations
- ✓ **Host tools > Share Screen (turn off):** Turn off everyone's sharing and remove disruptive images
- ✓ **Host tools > Lock Meeting:** Prevent anyone from joining, including removed participants
- ✓ **Host tools > Suspend Participant Activities:** "Panic Button" preventing further disruption during a meeting

NEED ASSISTANCE? CALL YOUR HELP DESK

University IT: 585.275.2000 | ISD: 585.275.3200