

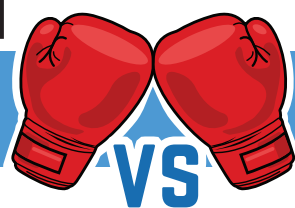
How Should I zoom

Meeting Host Guide



MEETING

WEBINAR



IDEAL FOR HOSTING INTERACTIVE COLLABORATION SESSION

IDEAL FOR HOSTING LARGE AUDIENCES OR PUBLIC EVENTS

MEETING	BEST USED FOR	WEBINAR
<p>Small to large groups (2+):</p> <ul style="list-style-type: none"> • One-on-one meetings • Teams meetings • Training sessions 		<p>Large public events (50+) attendees</p> <ul style="list-style-type: none"> • Town halls • Educational lectures
<ul style="list-style-type: none"> • Host & Co-Host • Participants 		<ul style="list-style-type: none"> • Host & Co-Host • Panelist
<ul style="list-style-type: none"> • Participants can mute/unmute their audio • Host can mute participants • Host can mute participants upon entry 		<ul style="list-style-type: none"> • Only host and panelists can mute and unmute their own audio • Attendees join in <i>listen-only</i> mode
<p>All participants</p>		<p>Only host and panelists</p>
<p>In-meeting chat available</p>		<ul style="list-style-type: none"> • Webinar Q&A available • Supports moderated and private chat features
<p>Available for Meetings</p>		<p>Available for Webinars</p>
<p>✓</p>		<p>✓</p>
<p>✓</p>		<p>✓</p>
<p>✓</p>		<p>N/A</p>
<p>✓</p>		<p>N/A</p>
<p>✓</p>		<p>✓</p>

NEED ASSISTANCE? CALL YOUR HELP DESK

University IT: 585.275.2000 | ISD: 585.275.3200