ZOOM BEST PRACTICES

Meeting Host Guide





IDEAL FOR HOSTING INTERACTIVE COLLABORATION SESSION



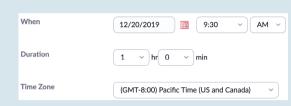


LE YOUR

of your meeting. Attendees join time will vary

Set the Date, Time, and Duration

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.



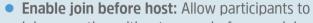
○ Telephone ○ Computer Audio ◎ Bo

Mute participants upon entry

Customize Your Meeting Options

- **Schedule For**: If you have scheduling privilege 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! Meeting Passwords: You can require passwords for an added layer of security. Joining
- participants will be required to input this before joining your meeting.
- 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, the host and participants will have the option to start their video in the meeting
- Audio: We prefer to select 'Both' to allow participants to use any computer devices or telephone to listen and talk on the meeting.





- join a meeting without you or before you join. Mute participants upon entry: This will mute all
- participants as they join the meeting. Participants will have the option to un-mute their microphone in the meeting. **Enable waiting room:** Allows the host to control
- when participants join the meeting by placing them in a waiting room. By default, the waiting room will take precedence and will not allow join before host functionality, even if "join before host" is checked. Only authenticated users can join: Restrict
- users can join. **Record the meeting automatically:** Check this if you want the meeting to be automatically recorded.

access to the meeting so that only signed-in

- 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. ** CLICK SAVE TO FINISH

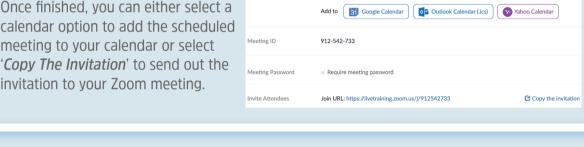


calendar option to add the scheduled meeting to your calendar or select 'Copy The Invitation' to send out the invitation to your Zoom meeting.

any new or existing calendar event.

ensure only people you invite can join.

Ask your co-host to:



Dec 20, 2019 09:30 AM Central Time (US and Canada)



Outlook Add-In: The Zoom Scheduler Add-In allows you to easily add a Zoom meeting to

SECURITY FEATURES



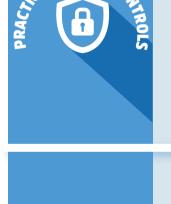


Co-hosts help facilitate during a meeting and have the same meeting controls as the host.

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



- Monitor the Waiting Room and admit attendees Monitor Chat and moderate questions Mute, unmute and remove participants Stop attendees from screen sharing
- Lock Meeting: no more participants can join



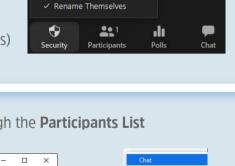
• Allow Participants to: un-check each ability you want to withhold from participants to prevent screen share takeovers, chat conversations or attendees changing

the meeting can be reviewed and admitted

their names on their screens (all of these are commonly used by zoombombers to disrupt meetings)

• Enable Waiting Room: those joining after the start of

Prevent background noise and other distractions through the Participants List Mute/unmute an individual or Participants (2)



Put in Waiting Roo

Report..

Everyone Publicly Everyone Publicly and Privately Merge to Meeting Window

Annotations

Lock Meeting **Enable Waiting Room**

Allow participants to:

✓ Share Screen



 Determine if participants can unmute themselves (host/co-host can unmute when needed)

Jane Doe (Host, me)

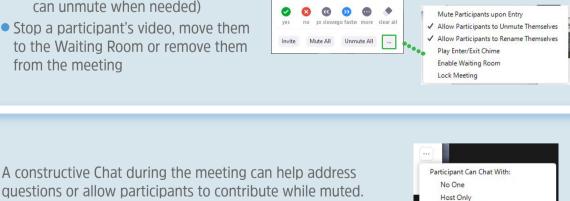
Mary Doe Unmute More >



Set participants to arrive muted

Stop a participant's video, move them

all participants



0 00



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

Hosts/co-hosts determine who can see Chat messages.

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

Manage disruptions and get back on topic in an instant:

✓ Participants > Mute individual: Stop noise or participants talking over others

TAKE QUICK CONTROL

- Participants > More > Remove: Eject the person from the meeting
- ✓ Chat > [···] > Host Only: Halt disruptive comments/inappropriate sidebar conversations
- ✓ Security > Lock Meeting: Prevent anyone from joining, including removed participants
- ✓ Security > Suspend Participant Activities: "Panic Button" preventing further disruption during a meeting

