

zoom

BEST PRACTICES

Meeting Host Guide



MEETING

IDEAL FOR HOSTING INTERACTIVE COLLABORATION SESSION

SCHEDULE YOUR MEETING

Set the Date, Time, and Duration of your meeting.

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

When: 12/20/2019 9:30 AM

Duration: 1 hr 0 min

Time Zone: (GMT-8:00) Pacific Time (US and Canada)

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.

Recurring meeting: Every week on Fri, until Jan 31, 2020, 7 occurrence(s)

Recurrence: Weekly

Repeat every: 1 week

Occurs on: Sun Mon Tue Wed Thu Fri Sat

End date: By 01/31/2020 After 7 occurrences

CUSTOMIZE YOUR MEETING

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.

Additional Meeting Options

- **Enable join before host:** Allow participants to 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 access to the meeting so that only signed-in users can join.
- **Record the meeting automatically:** 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: Myself

Meeting Password: ☒ Require meeting password 553964

Video: Host ☐ on ☒ off
Participant ☐ on ☒ off

Audio: ☐ Telephone ☐ Computer Audio ☒ Both
Dial from United States of America Edit

Meeting Options: ☒ Enable join before host
☒ Mute participants upon entry ☐
☒ Enable waiting room
☐ Only authenticated users can join
☐ Record the meeting automatically

Alternative Hosts: Example: john@company.com, peter@school.edu

**** 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.

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

Add to: Google Calendar Outlook Calendar (.ics) Yahoo Calendar

Meeting ID: 912-542-733

Meeting Password: ☒ Require meeting password

Invite Attendees: Join URL: <https://livetraining.zoom.us/j/912542733> Copy the Invitation

OTHER SCHEDULE OPTIONS

Outlook Add-In: The Zoom Scheduler Add-In 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 zoombombers to disrupt meetings)

Lock Meeting
Enable Waiting Room

Allow Participants to:

- ☒ Share Screen
- ☒ Chat
- ☒ Rename Themselves

Security Participants Polls Chat

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

Participants (2)

Jane Doe (Host, me)

Mary Doe Unmute More >

yes no go slowego faster more clear all

Invite Mute All Unmute All

Chat

Stop Video
Make Host
Rename
Put in Waiting Room
Remove
Report...

Mute Participants upon Entry
☒ Allow Participants to Unmute Themselves
☒ Allow Participants to Rename Themselves
Play Enter/Exit Chime
Enable Waiting Room
Lock 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.

Participant Can Chat With:

- ☐ No One
- ☐ Host Only
- ☐ Everyone Publicly
- ☒ Everyone Publicly and Privately

Merge to Meeting Window

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 Security icon and choosing Suspend Participant Activities will disable the following:

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

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
- ✓ **Security > Share Screen (turn off):** Turn off everyone's sharing and remove disruptive images
- ✓ **Security > Lock Meeting:** Prevent anyone from joining, including removed participants
- ✓ **Security > 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