Meeting Host Guide

Before you host your next Zoom meeting, follow these best practices to minimize interruptions and secure your event.

Need assistance? Call your Help Desk

UnivIT: 585.275.2000 | ISD: 585.275.3200

1. Check Your 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.

2. Enlist a Co-Host (or two)
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
- Mute, unmute and remove participants
- Monitor Chat and moderate questions
- Stop attendees from screen sharing

3. Practice Your 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)

4. 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

5. 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.

6. 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
- All Audio
- In-Meeting Chat
- Annotation
- Screen Sharing
- Recordings
- Breakout rooms

Take Control Quick

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