

ZOOM Meeting Etiquette HOST

TIP

1 Know Your Options: Meeting vs. Webinar

DEFINITION

The Meeting and Webinar platforms offer similar features and functionality but have some key differences. Use meetings only for collaborative events with all participants being able to screen share, turn on their video and audio, and see who else is in attendance. Webinars are designed so that the host and any designated panelists can share their video, audio and screen with view-only attendees. Attendees have the ability to interact via Q&A, chat, and answering polling questions. The host can also unmute the attendees.

2 Don't Make Private Meetings Public

Whenever possible, distribute your Zoom meeting link only to those individuals who will be attending your class or meeting. If you share your meeting link on social media or other public platforms, anyone who sees the link will be able to join your meeting (unless you set a password for your meeting and share that privately with attendees). That includes trolls, who can then share or post inappropriate or offensive material (“zoombombing”).

NOTE: If a Zoombomber disrupts your meeting, please **report it to Zoom** with “Zoombombing” as the subject. Include the date, time, meeting ID, and any other relevant information.

3 Manage Screen Sharing

Only hosts and co-hosts have the ability to share their screens by default in the University’s Zoom service (pitt.zoom.us). However, hosts may **enable screen sharing for participants** on a per meeting basis or change settings to enable participant screen sharing by default for all meetings.

Click the Security icon in the meeting host’s toolbar to easily enable and disable screen sharing and other common security settings from within an active meeting.

MANAGE YOUR PARTICIPANTS

- **ALLOW ONLY SIGNED-IN USERS TO JOIN** - This feature can be useful when you want to control your guest list and invite only certain individuals (for example, students or colleagues). If someone tries to join the meeting who isn't signed in to a Zoom account, they will receive a notice indicating the meeting is open only to authorized attendees, and they will have the option to sign in with an authorized email address.
- **LOCK THE MEETING** - Locking a Zoom meeting that is in progress prevents new participants from joining, even if they have the meeting ID and password (if you have required one). In the meeting, click Participants at the bottom of the window, then click the Lock Meeting button in the pop-up window.
- **SET A MEETING PASSWORD** - This option requires attendees to enter a password that you provide before they can join the meeting. Requiring a password makes it easier to share the Meeting ID publicly (for example, on Twitter), because you can send the meeting password privately (for example, via email or a Twitter DM).
- **REMOVE UNWANTED OR DISRUPTIVE PARTICIPANTS** - Navigate to the Participants menu, mouse over a participant's name, and click Remove. They will not be able to rejoin unless you allow them to do so (see below).
- **ALLOW REMOVED PARTICIPANTS TO REJOIN** - If you remove the wrong person from a meeting, you can allow them to rejoin. Sign in to pitt.zoom.us and click Settings. On the Meetings tab, ensure Allow removed participants to rejoin is toggled on.
- **PLACE PARTICIPANTS ON HOLD** - You can put everyone else on hold, and the attendees' video and audio connections will be disabled momentarily. Click on someone's video thumbnail and select Start Attendee On Hold to activate this feature. Click Take Off Hold in the Participants list when you're ready to resume the meeting.
- **DISABLE VIDEO** - As a meeting host, you can turn off someone's video. This will allow hosts to block unwanted, distracting, or inappropriate gestures on video.
- **MUTE PARTICIPANTS** - You can mute/unmute individual participants or all participants at once. This allows you to block unwanted, distracting, or inappropriate noise. To mute everyone, click Manage Participants and select Mute All. You can also enable Mute Upon Entry in your settings to keep noise at a minimum during large classes or meetings.
- **TURN OFF FILE TRANSFER** - In-meeting file transfer allows people to share files through the in-meeting chat. Toggle this off to keep the chat from getting bombarded with unsolicited pics, GIFs, memes, and other content.
- **TURN OFF ANNOTATION** - You and your attendees can doodle and mark up content together using annotations during screen share. You can disable the annotation feature in your Zoom settings to prevent people from writing all over the screens.
- **DISABLE PRIVATE CHAT** - Zoom has in-meeting chat for everyone, or participants can message each other privately. To cut back on distractions, you can restrict participants' ability to chat amongst one another while your event is in progress. This also helps prevent anyone from receiving unwanted messages during the meeting.
- **REVIEW ZOOM'S BEST PRACTICES FOR SECURING MEETINGS** - Zoom has compiled a list of pre-meeting and in-meeting settings you can use to protect your meetings.