

## Using Zoom Meeting Facilities

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There are many potential advantages to using Zoom, or similar online video conferencing tools to run meetings. It is sustainable, cutting down on unnecessary travel, usable over a wide geographical area and convenient. There are advantages and disadvantages over face-to-face meetings, however, it is a method that is here to stay.

This sheet gives some ideas and tips on using the medium successfully.

### Things to consider when attending a Zoom meeting

- DO NOT click on a link in chat from someone you do not know – this is the same as clicking on an unknown link / attachment in an email and could make you vulnerable to a cyber-attack.
- When you share your meeting link on social media or other public forums ANYONE with the link can join your meeting.
- The free version of Zoom gives you unlimited meeting time for 1 to 1 meetings, but is limited to 40 mins if you have 3 to 100 participants. Zoom sometimes extend this time limit if their servers aren't busy.
- Avoid using your Personal Meeting ID (PMI) to host public events. Your PMI is a continuous virtual space linked to your account. Instead create a random meeting ID. Learn about meeting IDs.
- Familiarise yourself with Zoom's settings and features so you understand how to protect your virtual space when you need to. This can reduce the risk of Zoom-Bombing and help to control the space.

### Things to consider when hosting a Zoom meeting

- Turn screen sharing off before the meeting, if you forget this can be done in 'Share Screen' under advanced settings under the host controls. This stops people sharing inappropriate content.
- In the paid version you can set to only allow authorised attendees – i.e. they need to be logged in with the same email address that they were invited on.
- You can remove participants if they are disruptive. Under manage participants hover over a participant and click remove.
- It's possible to disable video, mute and put people on hold. This can be done individually or for everyone.
- For a large meeting it's worth having the settings as 'mute on entry'.
- You can use a waiting room to manage who enters your meeting – you can then check if they are appropriate.



## Zoom safety setting checklist

### In the browser (Defaults):

- Join before host – OFF
- Mute participants upon entry – ON
- Private chat – OFF
- File transfer – OFF
- Allow host to put attendee on hold – ON
- Screen sharing – ON with 'Host only'
- Disable desktop/screen share for users – ON
- Annotation – OFF
- Remote control – OFF
- Allow removed participants to re-join – OFF
- Waiting room – ON
- Use Personal Meeting ID (PMI) when scheduling a meeting – OFF

### When scheduling:

- Video participation – OFF  
(Participants will join with their video turned off until they turn it on)
- Enable join before host – OFF  
(Nobody can join before you do)
- Mute participants upon entry – ON  
(Participants will join with their mic muted until they unmute)
- Enable waiting room – ON  
(You decide who comes in)

### During the meeting:

- Click 'More' and unclick 'Allow participants to rename themselves'

### **Emergency! Reacting quickly if you need to**

- Mute everyone and don't allow them to unmute  
(Uncheck 'Allow participants to unmute themselves' when muting all)
- Remove the participant  
(Hover your mouse over their name, click 'More' and click 'Remove')
- Lock the meeting so no-one can come in  
(Select 'More' under Participants and 'Lock meeting')