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## Tips for Zoom Meeting Organizers



WICHITA STATE UNIVERSITY  
DIVISION OF DIVERSITY AND COMMUNITY ENGAGEMENT  
Public Policy and Management Center

1



### Use a Unique ID

for large public calls will prevent unwelcome guests. Look for Meeting ID options and choose Generate Manually. Don't use your Personal Meeting ID because it's basically a perpetually ongoing meeting.

2



### Passwords

are a great way to further secure a meeting. Start by scheduling a meeting and checking the box next to Require meeting password.

3



### Hosts

have to start the meeting. Make sure you're logged in and don't wait around.

4



### Turn Off

the features you don't want to be used. Things like File Share, Q&A, Nonverbal Feedback, Virtual Background, and even Chat can be problematic in a public meeting.

5



### Set Your Ground Rules

for certain features (like Raise Your Hand) that cannot be turned off. This is also good time to do general housekeeping and explain your agenda and how your meeting will work.

6



### Ramp Up Security

by creating a waiting room. This allows you to only let people in who were invited. Once the meeting starts, lock it. Click Manage Participants on the bottom of the screen > Choose More > Lock Meeting. This will disallow anyone else from joining.

7



### Come Prepared

especially if you're doing a webinar. Don't be afraid to use a script of a detailed agenda for important meetings.

8



### Disable

the Join Before Host option. This will eliminate the possibility for any unsanctioned conversations before they officially begin.

9



### Designate

someone on your team to be a co-host in case something breaks down with your internet connection or Zoom app.

10



### Mute Until Ready

leave all the attendees on "mute" until you're ready to do reports or allow for questions and comments. This is less distracting and eliminates background noise.