

Scheduling and inviting

- Keep it simple
- Let Zoom create a meeting ID and password. Do not share your personal ID
- Use an email invite rather than via a calendar
- You can paste from your clipboard, otherwise Ctrl V does the job!
- Make a note of the meeting ID and Password in case a group member has problems
- Ensure extra security by enabling Waiting Room option
- Schedule a 2nd consecutive meeting with a new ID and password if your meeting will last more than 40 minutes. You can not rely on the generosity of Zoom!

Preparation for a meeting

- Prepare picture files, Power Point presentation, video clips and put them on your desktop or open for easy access
- Practice screen sharing and check out annotate tool bar
- If a large group identify a co-host to welcome participants
- Familiarise yourself with the meeting controls on your device. You can do this by scheduling a meeting with yourself!
- Decide where you will sit so your background is uncluttered you can be seen clearly
- Decide on the 'ground rules' and email to participants in advance of the meeting

Meeting Management

- If a large group ask someone to act as 'co-host' while you admit participants
- Use 'participant' tab to admit people and mute/unmute
- Switch on external speaker
- Discuss ground rules at the start of the meeting
- Privacy issues – recording/ screen shots
- Screen sharing and giving presentations:
 - Host to mute all participants except the speaker
 - Host to explain the 'thumbnail' option to hide participants so that all the presentation is visible.