

The matter of Host and Co-Host Settings and Controls

The Host will create the initial settings: In **Settings** → **See More Settings and Customize the Waiting Room**

Settings Controls within a Meeting (recommended at start with **Bold** on)

(See <https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting>)

Security Button (Click to turn **on** (checked) or off (unchecked): **Enable Waiting Room**, Hide Profile Pictures, Lock Meeting – Allow Participants to: Share Screen, Chat, Rename themselves, Unmute Themselves, **Start Video**. **Suspend Participant Activities**

Participants Box (Host and CoHosts) Hover over name or their video (dots) to Mute, Rename, or Remove Participant

Their Audio – Video Status is shown beside their names – Red is off. Waiting Room [Admit All]

At the bottom of the Box - [Invite] [Mute All] (Three dots: for following menu)

Three Dots menu: Ask All to Unmute, **Mute on Entry** (on), Allow to Unmute (off), Allow to Rename (off),

Play Sound when Someone Enters (on till Go), **Enable Waiting Room**, Lock Meeting

A setting Requesting Permission for Host to Unmute is available in Account Management – Account Setting – Meeting (advanced) – once someone gives permission, it will carry forward to future meetings.

Chat Box (Host and Co-Hosts) (Open it, and move it to underneath the Participant's box and it won't cover the screen.)

Allow chat with: No One, **Host and Co-hosts (on)**, Everyone, Everyone and Anyone

Registrations and Invitations See my following page on Registrations

***The matter of wrong links** – How to properly get someone into a meeting

Zoom Links: A lengthy URL or a JOIN Box received in an email – With Registration it is contained in a Confirmation email is sent by Zoom to registrants. There is no limit to the number of times someone can register – they will only count as one. However deleting one, deletes all. Links are specific to the registrant.

It is in the emailed invitation you send, if Registration is not enabled. (Shorted Bit.ly links refer to these.)

Using Meeting Numbers and Passcodes – Anyone can join a meeting with the meeting number and the passcode via Zoom.us → Join a meeting. They enter those numbers and are prompted to Join.

They may need to further “Join from your Browser” if Zoom hasn't been installed on their device.

The Green Shield Links (Upper Left corner of window)– you can copy a link for email – if Registration is required, it will be a link to the Registration Page and they will receive the Confirmation Email containing the Join link enabling them to join [Invite] found Bottom of Part. Panel or Under Green Shield – opens your email.

* Don't send them a link you received upon your registration – that link is specific to you.

If a **Join the Meeting** link, it will let them into the waiting room when they click.

* For security purposes it is best to not distribute links to the general public without a waiting room or passcode being required.

It is important to **start reasonably close to the publicized Starting Time** – The Emcee should **allow the Tech Host to give the “go ahead”** – after Live Streams and recordings are started. Admission – 15 minutes or 5 minutes in advance?

Recommended: **Start with Waiting Room, attendees muted on entry, unable to unmute or rename themselves, and chat allowed only with Host and Co-Hosts. Screen share off.**

As for the “Ding” - it can be initially on and then turned off just before the Program begins. A Co-Host will need to keep a sharp eye on the Waiting Room, once it is off. **A Locked Meeting allows no one else to join.** Locking can be toggled on and off.

With disruption, it is important to identify and shut up culprits quickly. Watch out for those with suspicious and unfamiliar names, video feeds off, late entrances. Uncheck in Security “Allow to Unmute” and “Allow to Rename”. Mute the culprit(s) and remove them to Waiting Room; and/or remove from the Meeting and report them to Zoom!

In a worse case scenario Hit the Red Suspend Participants Activities.

Zoom has some very useful new features (Versions 5.9.x or better)

To Update Zoom Version - Open Zoom - Click on Personal Icon (Top Right Corner)
Select Check for Updates. Update.

1. **Chatting with Individual people in the Waiting Room** – if enabled, the Host/ Co-host can chat with an individual person in the Waiting Room and that person can reply in the chat to the Host/ Co-Host.

To enable: (A Paid account required - 5.8.0 or higher)

Settings - Customize Waiting Room - Edit Options - check: Allow participant to reply to Host / Co-Host

2. **A video can be run in the Waiting Room.** (Version 5.9.3 or better - for Paid Accounts)

In Settings - Customize Waiting Room - Options: Select: Video

Limits: file formats: MOV, MP4, M4V Limit 30 MB's

We can convert a slide show to a video file and show it there for people while they are waiting. This could include instructions, storyteller information, upcoming events.

3. **Focus Mode** - (Can be toggled on and off)

Start Focus Mode - Host and Co-Hosts will see meeting Participants in Gallery View, but meeting Participants will only see the Host / Co-Host, or someone Spotlighted (plus their own video if selected) This provides less distractions for those enjoying a performance.

This enables the storyteller to see a Gallery View of their audience, while the audience will see only the Spotlighted (or Co-hosted) storyteller! (and their own video feed, if turned on)

To Set up Focus Mode: Settings - More Settings - Account Management - Account Settings - Meeting (Advanced). Scroll down to Enable (Default is off) - Check box to allow Host to enable while Scheduling.

To Toggle it on and off (... More) at right end of Control Bar. If Screen sharing (at Top of Screen (... More).