Zoom Tips

Breakout rooms

Three basic approaches for assigning attendees to breakout rooms: Automatic random assignment; Manually pre-assign; Free for all where participants choose their breakout room. You can assign up to 500 people to up to 50 breakout rooms.

Which option you choose depends on your audience, the purpose of the breakout session, and other factors.

Pre-assignments work when you have breakout rooms that will be organized by geography or specialty. Here is guidance from Zoom.

Interpretation

Zoom allows you to provide simultaneous audio translation in up to 20 languages.

You assign a specific person to translate from one language to another (e.g. Zelda translates from English to Spanish). When the interpretation feature is enabled, attendees can select an audio channel where Zelda is translating into Spanish. Here is language interpretation Zoom guidance. Note that many jurisdictions spotlight a speaker providing live ASL interpretation.

Timer Background

In order to convert your Zoom screen into a timer window, here are a few options:

- Free option: Create a timer using Microsoft Powerpoint. YouTube explainer here.

- Purchase a Zoom-specific timer background online here ($10), there's a helpful explainer YouTube here.

- Purchase software ($10) to share your auxilaury screen (e.g. smartphone, tablet) and run a timer on that. YouTube explainer here.

Tips for Keeping Your Zoom Event Secure

The Zoom platform is one of the most common virtual meeting spaces; below are a few tips on how to keep your event secure. Basic information about getting started with Zoom can be found in the Zoom Help Center: https://support.zoom.us/

Zoom meetings and Zoom webinars offer similar features with some key differences. A Zoom webinar offers more security since only the host and designated panelists can share their video, audio and screen. Webinars allow view-only attendees. Webinar participants can interact via Q&A, Chat and by answering polling questions. Attendees in webinars cannot rename themselves. For more information about see "Meeting and webinar comparison" in the Zoom Help Center.

Basic tips and suggestions:
You can find these controls when setting up a meeting or webinar, or under Settings.

- When setting up the event, set the requirement for registration; consider setting a passcode.
- Enable "Waiting Room" so you control when a participant joins the meeting.
- **Disable "**Allow participants to join before host."
- Enable "Mute all participants when they join a meeting." Meeting participants can unmute themselves, but webinar participants cannot unmute themselves.
- **Disable** "File transfer." This disables ability of participants to share files via chat.
- Enable "Screen sharing" to Host Only.
- **Disable** "Annotation" so no one can add information to shared screens.

## In-meeting security options: Meeting host has access to Security icon

For a meeting, the Security icon places several security controls in one spot for the host or co-host to enable or disable during a meeting. See this link for "In-meeting security."

The Security icon in the meeting controls allows **the host or co-host** of a meeting to enable or disable options during a meeting to secure the meeting and minimize disruption during the meeting. Most of the settings can be controlled from Account, Group, and User settings prior to the meeting. If applied at the Account, Group, or User level, these settings will be applied in meeting by default. *The Security icon combines them all in one place for easy access during the meeting.*

If the options are enabled/disabled and locked by an account administrator, they will not be modifiable in-meeting by the host or co-host.

1. For a web Zoom meeting -- Start a Zoom meeting.

2. Click Security 🛡.
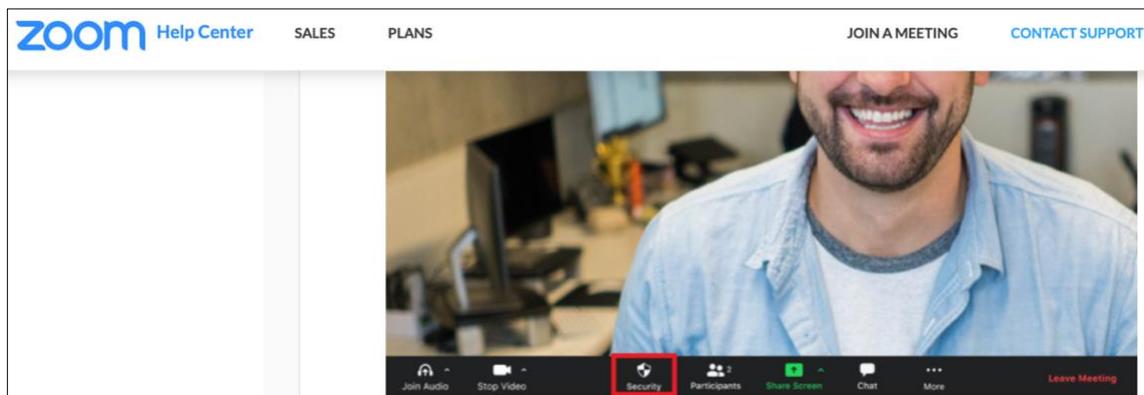
3. The following settings can be enabled from the **Security icon menu**:

- **Lock Meeting:** Locks the meeting, keeping new participants from joining. Once all attendees have arrived you can lock your meeting to prevent additional attendees from joining.
- **Enable Waiting Room:** Enables Waiting Room for new incoming participants or to move current participants into the Waiting Room.

- **Hide Profile Pictures:** Hide all profile pictures, including the host. Display names are shown instead.
- Allow or disable the following options for participants to:
  - **Share Screen:** Allows participants to [share their screens](#).
  - **Chat:** Allows participants to use the chat function.
  - **Rename Themselves:** Allows participants to rename themselves from the Participants panel.
  - **Unmute Themselves:** Allows participants to unmute themselves without the host's permission.
  - **Start Video:** Allows participants to start their video in a meeting.
  - **Annotate on Shared Content:** Allows participants to annotate over content shared during the meeting.
- **Remove Participant**: Allows the removal of a participant from a meeting. The participant cannot re-join unless **Allow removed participants to rejoin** is enabled in [Meeting settings](#).
- **Suspend Participant Activities**: Turn off all participant's video, audio, and ability to share their screen. Also lock the meeting to prevent participants from joining. This will apply to all participants including those joined using a Zoom Room.

The Zoom [Help Center](#)

See the useful links below for various tips and trainings on best practices.

[Best Practices for Securing Your Zoom Meetings](#)

[Settings & Controls](#)
- [Meeting and webinar passcodes](#)

[Video Webinar](#)
- [Roles in a webinar](#)

[Top 20 Zoom resources](#)
[Downloading the latest Zoom update](#)