Tips for Hosting Meetings & Seminars on Zoom

1. The “enable join before host” will allow people to wait if you are running late.
2. “Muting participants upon entry” is probably most useful when you are hosting a seminar or workshop.
3. “Enable waiting room”- Would be most useful for cohort coordinators that are hosting their seminars. When using this option you will physically need to press a button to allow people into the meeting.
4. “Only authenticated users can join”- Only people with zoom accounts will be able to join.
5. “Breakout room pre-assign”- If there will be group activities during a seminar, this option will is most useful to you. Go ahead and pair students up with one another.
6. “Record the meeting automatically on the local computer”- First off, “local computer” means YOUR computer. With that said, you may need to check what your storage looks like before you select this option as it will take up space. This option may be useful if you want an instructional video/reference material for later.

Sandra Brukardt, GMRP, 2020