

How to set up your Zoom meeting to reduce the risk of disruptions

As the host in a meeting, [you can manage the participants](#). By default, any participant in a meeting can share their video, screen, and audio. That's great if you are hosting a call that hasn't been promoted to the public, but the features that are great for connecting people together can be turned against you.

If your meeting is open to the public, use these Zoom meeting and account settings to reduce the risk of disruptions to your call.

Account settings

Edit these [account-level settings here](#).

In Meeting (Basic)

1. Chat - allow participants to send a message visible to all participants - yes
2. Private chat - up to you. I leave on, but have had problems with people sending 1:1 messages to harass and threaten other participants.
3. Play sound when participants join or leave - no
4. File transfer - no
5. Feedback to Zoom - no
6. Display end-of-meeting experience feedback survey - no
7. Co-host - yes
8. Polling - yes
9. Allow host to put attendee on hold - yes, this can be used to temporarily remove someone who might be disrupting the call while you decide to kick them from the call or not. To [put an attendee on hold](#), click on Manage Participants in the host controls. Hover over the name of the attendee you want to put on hold. Click More, then Put on hold.
10. Always show meeting control toolbar - up to you. I leave this off.
11. Show Zoom windows during screen share - no
12. Screen sharing - Who can share - Host only
13. Disable desktop/screen share for users - no
14. Annotation - off. If this is on, participants can [draw on your screenshare](#).
15. Whiteboard - off
16. Remote control - optional on or off.
17. Nonverbal feedback - optional on or off.
18. Allow removed participants to rejoin - off, If this is on, people who are kicked from the meeting for causing problems can return to the meeting. To remove a participant, click Manage Participants at the bottom of the Zoom window. Next to the person you want to remove, click More. From the list that appears, click Remove.

In Meeting (Advanced)

1. Q&A in webinar - yes
2. Breakout room - yes
3. Closed captioning - yes
4. Waiting room - off - If this is on, attendees cannot join a meeting until a host admits them individually from the waiting room.
5. Show a "Join from your browser" link - yes, this allows participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited.

Meeting set-up

Edit these settings [when you create the meeting](#). The recommendations below cover the most important settings when creating a Zoom meeting.

1. Topic - Use public-facing language that your audience will understand.
2. Description - Use the principle of scarcity and highlight unique benefits and exclusive information that people will receive by participating in the call. If the call will have closed captioning (it should) state that here. Include a sentence that tells people to register even if they can't make the live call so they will receive the recording and next steps.
3. Registration required - I recommend making [registration required](#), but watch the video above (will be available by April 5th) to learn why you might want to make it not required.
4. Meeting ID - Do not use your personal meeting ID. If someone has your personal meeting ID they can join your private meetings in the future.
5. Meeting password - no
6. Video Host - yes
7. Video Participant - yes. If you don't want participants to be able to have their video on, a Zoom webinar is probably a better choice.
8. Audio - both
9. Meeting options
 1. Enable join before host - no
 2. Mute participants upon entry - yes
 3. Enable waiting room - no
 4. Only authenticated users can join - no
 5. Breakout Room pre-assign - Optional
 6. Record the meeting automatically - yes, so you don't forget to turn on the recording during the meeting
10. Save your progress and then change these settings
11. Registration settings

1. Other options - Show social share buttons on registration page - yes
 2. Questions - Add Registration Fields - the more fields you add, the lower the sign-up rate. I recommend only asking for first name (required), email (required), last name (optional) and phone (optional).
12. Email settings
1. Change the email contact to an address that will be monitored before, during and after the call. People will email this address if they have difficulty joining the call. The person monitoring the email should be wary of a spearphishing attack during the call. They should not click on hyperlinks or URLs that are sent to them. [Read this post for examples of a spearphishing campaign](#). Learn how to [reduce the the risks of falling victim to a spearphishing attack](#).
 2. Confirmation Email to Registrants - edit the subject line to something like "use this link to add the call to your calendar". This one small change can increase the percentage of registrants who attend the meeting.
 3. Confirmation Email to Registrants - optional - add a link to [how to use Zoom](#) in one of the open text boxes. Some organizations have created their own how to use Zoom guide that is tailored for their audience and has a help email and phone number that people can contact for tech support.
13. Branding
1. Banner - Upload an image that will be displayed at the top of the page and as the social share image. The recommended dimensions are 1280px by 400px. The text should be approximately 270 pixels from the left and right side to display on Facebook.
 2. Logo - Optional The maximum dimensions are 400px by 400px.
14. Poll - Optional, but I recommend using polls to increase participation and engagement in the meeting.

This information is provided courtesy of PowerLabs: <https://powerlabs.io/>