

# CSU Extension Zoom Best Practices

Go to the Web portal to set settings: <https://zoom.us>  
Log in with your Zoom account  
Settings

**Keep the client up to date. Upgrade to latest Zoom client.** Open the Zoom client, click on your picture in the upper right-hand corner, click “check for updates. [Click to download client.](#)

## Meeting Setup

1. **Don't use your Personal Meeting ID** for the meeting. Instead, use a per-meeting ID, exclusive to a single meeting.
2. **Enable the "Waiting Room" feature** so that you can see who is attempting to join the meeting before allowing them access. If not using the Waiting Room, disable “join before host” when scheduling the meeting. [Click to learn more about the waiting room.](#)

In Meeting (Advanced)

Email Notification

Other

data centers, please turn the toggle on before this date.

### Waiting room

When attendees join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing attendees to join before host. 

Choose which participants to place in the waiting room:

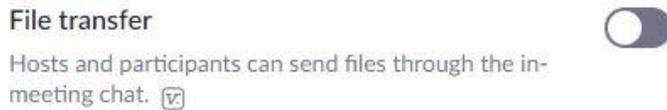
- All participants  
 Guest participants only 

3. **Require a password when scheduling new meetings.** There is also an additional Option to require a password for all previously scheduled meetings when selection this option. I highly recommend selecting. Can set at the account settings option. Another option is to send meeting ID and password in two separate emails. [Click to learn more.](#)

Require a password when scheduling new meetings 

A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

4. **Require registration.** When scheduling meetings, registration can be required. It can be set to automatically or manually approve. Learn more about [requiring registration](#).
5. **Don't allow file sharing in Zoom chat.** Learn more about [disabling file share](#). Control how participants can chat.



6. **Disable Annotation/Whiteboarding.** Keeps people from being able to draw on screen that has been shared.



7. **Zoom Webinar.** We do have two webinar add-ons that I can move between accounts, but it is limited to 100 participants. If you would like it moved to your account for an event, please let me know. [Ruth.willson@colostate.edu](mailto:Ruth.willson@colostate.edu).
8. **Don't post a public link to your meeting.** Make the interested parties click on a link to find out more information and to register if advertising widely for an event.

## In Meeting:

1. **Lock the Meeting.** When you're in the **meeting**, click Participants or the security icon at the bottom of your **Zoom** window. In the pop-up box, you will see a button that says **Lock Meeting**. When you **lock** the **meeting**, no new participants can join, even if they have the **meeting** ID and password. [Learn more about locking meetings](#).
2. **Assign a meeting co-host (two if possible).** The co-hosts will be able to help control the situation in case anyone bypasses your efforts and gets into the meeting. Click Participants at the bottom, right click on the person you want to co-host. Select More and assign as co-host.
3. **Control Screen Sharing.** The default screen-sharing should be set to "Host Only," so hosts by default are the only ones who can share content. This can be controlled once the meeting has started through the Security tab at the bottom to allow participants to share their screen if you know and trust all participants. [Learn more about screen sharing](#).
4. **Select how participants can chat.** Once the meeting has started, click on chat and the three dots at the bottom of the chat window. Select to allow attendees to chat with: no one or host only. If you know your audience and it is small, you could select the other two – Everyone publicly or Everyone publicly and privately. [Learn more about chat](#).

5. **Mute Participants.** You can mute all participants on entry when scheduling the meeting. Once the meeting has started, select participants, and at the bottom, Mute All. The host can also remove the ability for participants to unmute themselves. Click on Participants, click on dots in the corner. Unselect that they can unmute themselves. [Learn more about muting participants.](#)
6. **Remove a Participant.** You can easily remove a participant that does not belong from the Participants menu. Hover over their name, and the Remove option (among other options) will appear. Click to remove them and they won't be allowed back in. [Learn more about how to remove a participant.](#)
  - a. [Put attendee back in waiting room:](#) An alternative to removing a user, you can place them back in the waiting room. Click on the attendee's video thumbnail and select Start Put in Waiting Room.