Running Online Contests   1 Pager for Zoom Host

Zoom Settings Before Launching Meeting (done on your online Zoom profile)

☐ Waiting Room - ON.

☐ Phone Users - Be allowed to join the meeting - ON.

☐ Start meeting with host video - ON.

☐ Start meetings with participant video - ON.

☐ Allow participants to join before host - OFF

☐ Mute all participants when they join a meeting - ON

☐ Allow the host to add co-hosts - ON

☐ Allow host and participants to share their screen - ON

☐ Allow participants to rename themselves - ON

☐ Hide participant profile pictures in meeting - ON

☐ Breakout Rooms - ON

☐ Virtual Background - ON (video background optional, consider bandwidth)

Once the meeting starts you cannot change these settings.

From the 3 dots (…) menu on each Participants video feed:
- IF a Host STOPS a Participant's video, the participant cannot turn it back ON.
The Host must ASK them to turn their video on, which allows them to turn it ON.
- IF a Host MUTES a participant they can UNMUTE themselves.
Host cannot UNMUTE anyone (privacy issues), but can ASK them to unmute

Not quite as important, or optional below.

☐ Chat/Private Chat - turn both OFF

☐ Hosts and participants can send files through the in-meeting chat -

☐ Non-verbal feedback - OFF (icons like yes, no, slow down, etc.)

☐ Meeting reactions - OFF (hand, clap, heart, etc.)

These setting above are not crucial. Just need to decide if you will be using them or not.

These are ON indicators   These are OFF indicato