WELCOME! WE’LL START AT 9:03 A.M.

✓ You’ll be muted upon entry
✓ Please set your Zoom Video to off
✓ Please post your questions in Chat

Kathryn Raley - Host
Elizabeth Lambert - Co-Host

Use these controls to
✓ Mute/UnMute Audio
✓ Post questions in Chat
HOSTING VIRTUAL EVENTS

Kathryn Raley - Host
Program and Events Manager
Graduate Studies

Elizabeth Lambert - Co-Host
Director of Strategic Communications
Graduate Studies
ZOOM HOUSEKEEPING

Click the up arrow for menu where you can test audio or switch between phone & computer audio.
ZOOM HOUSEKEEPING

Use controls at top right of Zoom window to change how you view video.
Click an icon when your host asks for feedback

Your response shows next to your name
From Me to Everyone
Hello Everyone, we'll start in five minutes.

From Elizabeth Lambert to Everyone
WILL THIS BE RECORDED???
AGENDA

- Roles: Host & Co-Host
- Setting up a Zoom Meeting
- Registration
- Security Settings
- Design & Engagement
QUICK QUESTION

What has been your main role while using Zoom Meetings?
HOST & CO-HOST

Host
Co-Hosts
Participants

Credit: Organizational Excellence
HOST

- Creates the meeting
- Can make participants Co-Hosts
- Access to the security toolbar
- Controls participant features – screen sharing, annotation tools, muting, etc.
CO-HOST

- Join meeting as a Participant

- Has access to security toolbar

- Can access features – Waiting Room, Screen Sharing, Annotation, Muting Options, Nonverbal feedback, etc.

- Cannot participate in polls or raise hand feature
HOST/CO-HOST FEATURES: WAITING ROOM
CUSTOMIZE WAITING ROOM

Waiting room
When participants 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 participants to join before host.

Choose which participants to place in the waiting room:
- Everyone
- Users not in your account
- Users who are not in your account and not part of the allowed domains

Customize the title, logo, and description

Please wait, the meeting host will let you in soon.

Thank you for joining the meeting. We will begin shortly.

Logo should be in GIF/JPG/PNG format. The file size cannot exceed 1MB. Logo minimum width or height is 600px and cannot exceed 4000px.
HOST/CO-HOST FEATURES: IDENTIFYING CALLING IN PARTICIPANTS
PARTICIPANT

- Joins via zoom link emailed
- Views content shared by host or co-host
- Can participate in features (polls, chat, annotations, etc.)
# PLANNING AHEAD

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Before attendees join from waiting room:

1. Host assign Co-Host(s) – check audio/presentation – recommend 10-15 min prior
2. Double check security settings – un-muting, renaming, chat options
3. Participant panel – Adjust mute, chat options and chime feature
4. Ready – start admitting attendees
Does a Co-Host have access to the following features?

- Chat
- Security Tool
- Participant Panel
- Waiting Room
QUICK QUESTION

Have you set up a zoom meeting before?

Have you used the registration feature?
SETTING UP A ZOOM MEETING
SETTING UP A ZOOM MEETING
SETTING UP A ZOOM MEETING

Click Save
# Registration

**Topic:** Test

**Time:** Jul 6, 2020 03:30 PM Pacific Time (US and Canada)

**Meeting ID:** 941 9316 6983

**Meeting Password:** *******

**Registration Link:** [https://ucdavis.zoom.us/meeting/register/tJAsfuqpaD0jEteRFAvAO8aNucJ9IA2LCBYr](https://ucdavis.zoom.us/meeting/register/tJAsfuqpaD0jEteRFAvAO8aNucJ9IA2LCBYr)
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<tr>
<td>Show social share buttons on registration page</td>
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REGISTRATION

Registration

**Approval**
- **Automatically Approve**
  Registrants will automatically receive information on how to join the meeting.
- **Manually Approve**
  The organizer must approve registrants before they receive information on how to join the meeting.

**Notification**
- ☐ Send an email to host when someone registers

**Other options**
- ☐ Close registration after event date
- ☑ Allow attendees to join from multiple devices
- ☑ Show social share buttons on registration page

**Fields**
- ☑ First Name and Email Address required
  - Last Name
  - Address
  - City
  - Country/Region
  - Zip/Postal Code
  - State/Province
  - Phone
  - Industry
  - Organization
  - Job Title
  - Purchasing Time Frame
  - Role in Purchase Process
  - Number of Employees
  - Questions & Comments
Create Your Own Question

You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

New Question

Save All  Cancel
# OTHER SETTINGS

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<th>Registration</th>
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**Email Contact:**
Kathryn Raley, knraley@ucdavis.edu

**Confirmation Email to Registrants:**
- Send upon registration
- Send me a preview email

**Language:**
English | Edit
OTHER SETTINGS

Registration  Email Settings  Branding  Poll

**Banner**

Your banner is displayed at the top of your invitation page.

*Upload*

Image requirements:
- GIF, JPEG, or 24-bit PNG
- The suggested dimensions: 640px by 200px
- The maximum dimensions: 1280px by 400px

**Logo**

Your logo is displayed on the right side of the meeting topic on your invitation page, registration page, and in the email invitation to the meeting.

*Upload*

Image requirements:
- JPEG, JPEG, or 24-bit PNG
- The suggested dimensions: 200px by 200px
- The maximum dimensions: 400px by 400px
REGISTRATION

Registration Link: https://ucdavis.zoom.us/meeting/register/tJAsfuquppDOjEteRFAvAQ8aNuc-J9IA2LCBYr
How do you create a Zoom Meeting?

- Zoom website
- Zoom Desktop App
- Phone a friend
- All of the above
Has your meeting been zoom bombed?

Have you used any of the following security settings?

Do you know who to contact in case of a zoom bomber?
Top-5 Zoom Security Recommendations:

• Don’t post unsecured meeting links on webpages
• Require *Registration* and *Password* to control who enters your meeting
• Turn off *Join Before Host* so crashers can’t join before you
• Disable *Screen Sharing* and *Annotation* for participants
• Read the Zoom guide attached

Credit: [https://hr.ucdavis.edu/news/zoombombing](https://hr.ucdavis.edu/news/zoombombing)
SECURITY: MUTE SETTINGS
SECURITY: VIDEO SETTINGS
How to Remove a Participant

When in doubt click the Security button. Report to the Campus Information Security Office and the Campus Privacy Office.
Quick Check

How do you remove a Zoom bomber?

Chat Panel

Security Tool

Participant Panel

Video Tab
Which of these features have you used before?

- Chat
- Video
- Non-verbal feedback
- Annotation
- Whiteboard
- Polling
- Breakout Rooms
LESS is more. It’s better to have more slides with less content on each slide than to have fewer slides with a lot of content on each slide.

Keep statements short – don’t use long sentences with a lot of text on a slide. White space is your friend.

Try to use images frequently – either photos or icons or other types of illustrations, images and graphics.

Arrange content in unique ways – don’t always use bulleted lists to share your information.

Use animation and especially preview/foreshadowing to reveal content. Adult learners appreciate seeing where they’re going next.
DESIGN

**Less is More**
Short statements & white space!

- **Break Free from Bulleted Lists**
  Scatter content in text boxes

- **Graphics Keep it Interesting**
  Photos, Icons & Illustrations

- **Use Animation to Focus Attention**
  Change something on-screen every 60-90 secs

Credit: Organizational Excellence
Photos
UC Davis: ucdavis.photoshelter.com
Stock: pexels.com

Icons
The Noun Project
thenounproject.com/
ENGAGEMENT: CHAT & NON-VERBAL
ENGAGEMENT: SETTING UP A POLL

Setting up a poll

You have not created any poll yet.
ENGAGEMENT: LAUNCHING A POLL
Use this toolbar to draw on your host’s screen.

Circle the Organizational Excellence service you’d like to explore next!

- Executive Leadership Coaching
- Senior Leadership Development
- Organizational Effectiveness
- Change Management
LET’S TRY IT OUT!
BEACH OR MOUNTAINS?
ADDITIONAL ANNOTATION CONTROLS

- Annotate on Shared Content
- Clear All Drawings
- Clear My Drawings
- Clear Viewers’ Drawings
BREAKOUT ROOMS – PRE-ASSIGNED

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Breakout Room Assignment

Rooms

No Groups
Add a room by clicking +

Import from CSV
Cancel Save

Breakout Room Assignment

Rooms

No participants yet

Import from CSV
Cancel Save

Breakout Room 1
Breakout Room 2
Breakout Room 3
Breakout Room 4
SETTING UP BREAKOUT ROOMS

Credit: Organizational Excellence
LET’S TRY IT - BREAKOUT ROOMS
OVERALL BEST PRACTICE TIPS

- Plan ahead
- A minute feels like 10
- Changing slides – every 90 seconds
- Interact with attendees every 5-10 mins
- Give yourself cues
Can you set up polls and breakout rooms while in the meeting?

- Yes
- No
- I don’t know
- Can also be pre-set up
THANK YOU!! QUESTIONS?

Kathryn Raley
Program and Events Manager
Graduate Studies
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