Zoom Meeting Tips for Watch only

Waiting Room

A Waiting Room is **enabled** for the pre-session chat.

Those that have Otago accounts will be signed in to join as a Co-host and bypass the Waiting Room. Admit those that haven't or those who are not Otago:



To **disable**, click on Security and untick Enable Waiting Room:



Assign Co-host

Assign co-host to presenters. In Participants, click on the 3 dots, make Co-host:



Security Settings

Familiarise yourself with the Security Settings in Zoom and untick those that they do not want Participants to be able to do. Recommended



Q&A

This is great way to manage questions with options to Answer Live or type answer:

Question and Answ	er	-		×	
Open	Answered	Dismissed		0	 Participants can submit questions Allow anonymous questions
No open questi		stions	ons		Allow participants to view Answered questions only All questions Participants can upvote Participants can comment
Only ho	Only hosts and co-host can see the questions			l	ビ Merge to Meeting Window

Recording

If the meeting is set to automatically record, you can pause or stop the recording before the event begins by pressing the pause/stop and then start it again clicking resume/stop.

