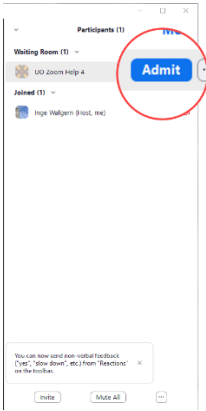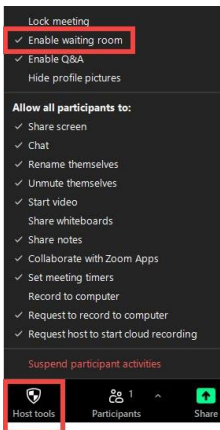# Zoom Meeting Tips for Watch only

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:
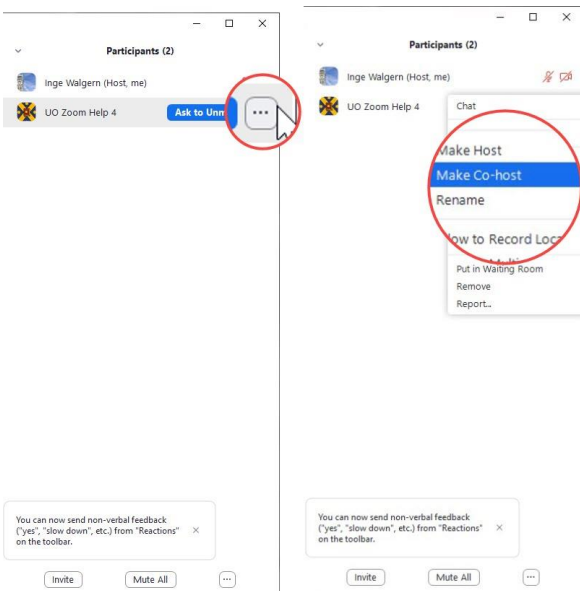

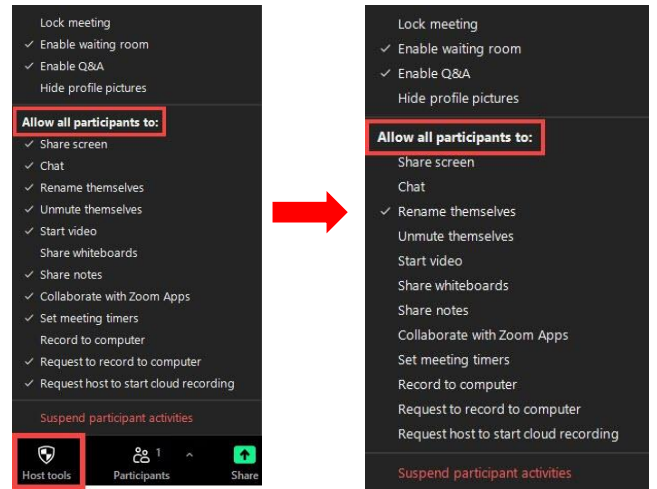To **disable**, click on Security and untick Enable Waiting Room:

Assign Co-host

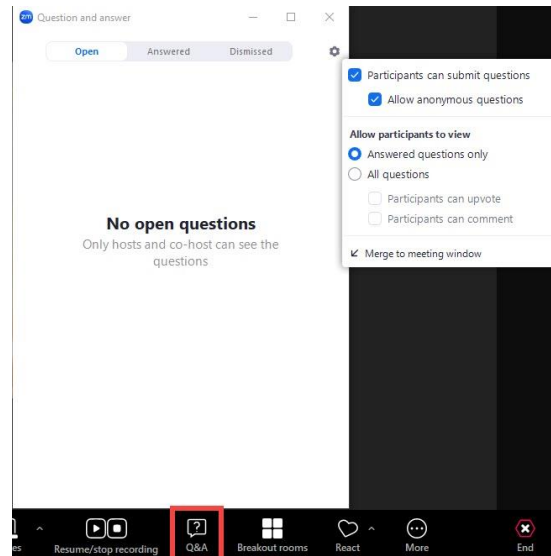Assign co-host to presenters. In Participants, click on the 3 dots, make Co-host:

Host Tools (previously Security)

Familiarise yourself with the Host tools (previously Security) in Zoom and **untick** those you do not want Participants to be able to do:

Q&A

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

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.