Best Practices - Zoom Meetings

1. Do not enable “Enable join before host”.
2. For added security, require a meeting password.
3. If needed, add an alternative host.
4. You can lock the meeting so no other participants may join.
5. Scheduling a meeting that requires registration will allow you to have your participants register with their e-mail, name, and other custom questions.

Zoom Best Practices Instructions

1. In the Zoom client > Schedule.
2. Enter the start date, time, and duration.
3. In the Meeting Options section > Advanced Options.
   a. For additional security, select Require meeting password > add a password.
   b. Do not Enable join before host.
   c. If needed, add an Alternative Host(s) email address.
4. Select Schedule on the bottom right corner.