Zoom Tips for Large Meetings

Zoom has features that make hosting large meetings easier. They include:

- Join Before Host
- The Waiting Room
- Mute Participants on Entry
- Display Participants in Gallery View
- Co-hosts
- Polling

This document provides step-by-step instructions for using these features.

If you have questions or need help with Zoom, please use our online help form at https://ithelp.umassd.edu or call 508-999-8900, and select option 5.

I. Enable the Join Before Host Feature

Join before host allows attendees to join the meeting before the host joins or when the host cannot attend the meeting. This allows participants to test their audio and video settings before the meeting begins.

1. Open a web browser and visit the zoom website at https://umassd.zoom.us/profile.
2. Log in with your UMassD Logon username and password.
3. Click Settings in the left column.

4. Click to select the Meeting tab at the top, if it is not already selected.
5. Click to enable the **Join before host** slider.

Changes are saved automatically.
II Enable the Waiting Room

The Waiting Room feature allows the host to control when a participant joins the meeting. As the meeting host, you can admit attendees one by one or hold all attendees in the waiting room and admit them all at once.

1. Open a web browser and visit the zoom website at https://umassd.zoom.us/profile.
2. Log in with your UMassD Logon username and password.
3. Click Settings in the left column.

4. Click to select the Meeting tab at the top, if it is not already selected.

5. Click to select In Meeting (Advanced) in the upper left.
6. Click to enable the **Waiting Room** slider.

7. Choose to include **All participants** or **Guests Participants only** using the radio buttons.

Changes are saved automatically.

When participants join a meeting that uses the Waiting Room, they see a notification as shown here.

Use the **Admit** buttons on the Participants list to allow waiting participants to join the meeting.
III Enable the Mute Participants on Entry Feature

You can choose to automatically mute all participants’ microphones when they join the meeting. The host controls whether participants can unmute themselves.

1. Open a web browser and visit the zoom website at https://umassd.zoom.us/profile.
2. Log in with your UMassD Logon username and password.
3. Click **Settings** in the left column.

![Zoom Settings Menu]

4. Click to select the **Meeting** tab at the top, if it is not already selected.

![Meeting Tab]

5. Click to enable the **Mute Participants on Entry** slider

![Zoom Meeting Settings]

Changes are saved automatically.
You can also change your participant mute settings during the meeting.

1. Open the Zoom Application and start your meeting.

2. On the toolbar at the bottom of the Zoom window, click the **Manage Participants** button.

3. Click the **More** button at the bottom right of the participants panel.

4. Choose the desired options from the pop-up menu.
IV Display Participants in Gallery View

Gallery view lets you see thumbnail displays of participants, in a grid pattern, which expands and contracts to fill the Zoom window as participants join and leave the meeting. Depending on your CPU, you can display up to 49 participants in a single screen of the gallery view.

1. Open the Zoom Application and start your meeting.
2. Click the Gallery View button in the upper right corner of the window.
3. The participants are displayed in a grid. Click the Speaker View button to return to speaker view, which automatically focuses the window on whoever is talking.
V  Assign a Co-Host

The co-host feature allows you to share hosting privileges with another user in a meeting. This allows another user to manage the administrative side of the meeting, such as muting participants, or starting/stopping the recording.

1.  Open the Zoom Application and start your meeting.

2.  On the toolbar at the bottom of the Zoom window, click the **Manage Participants** button.

3.  In the participant panel, point to the desired co-host’s name and click the **More** button to the right.

4.  Choose **Make Co-host** from the pop-up menu.

5.  Co-hosts are indicated in the Participants panel.
VI Use Polls in Your Meeting

Polling allows you to create single-answer and multiple-answer questions for your meetings. You may launch the poll during your meeting and gather the responses from your attendees.

1. Open a web browser and visit the zoom website at https://umassd.zoom.us/profile.
2. Log in with your UMassD Logon username and password.
3. Schedule your meeting if you have not already done so.
4. Click Meetings in the left column.
5. Click the topic of the meeting in which you would like to use polling.
6. Scroll to the bottom of the meeting details page and click the Add button.
7. Enter a title for the poll at the top, then enter the text and choices for your first question. Question choice text can have a maximum of 255 characters.

Select the Single Choice radio button to allow the participants to select only one of the choices. Select Multiple Choice to allow more than one choice to be selected.

Click the Add a Question link to add more questions.

Click the Save button when your poll is complete.

8. When you save your poll, the meeting details are displayed with the new poll listed at the bottom.

Click the Edit button to make changes to the Poll or Delete to remove it. Click the Add button to add another poll.
To use your poll:

1. Open the Zoom Application and start your meeting.

2. On the toolbar at the bottom of the Zoom window, click the Polling button.

3. The Polls dialog box opens. If you have created multiple polls for your meeting, click the arrow at the top right to select the poll you would like to release.

4. Click the Launch Poll button to make the poll available to your participants.

5. When a poll is in progress, the Polls window shows a timer, and what percentage of participants have completed it. Click the End Poll button to close it.

6. After a poll has been closed, click the Share Results button to show the results to the participants.