

Tips for Managing and Recording a Zoom Meeting

To prevent someone from taking over your zoom meeting, you can restrict screen sharing to only the host, use the waiting room feature to control who joins, lock the meeting once everyone is present and designate co-hosts with limited permissions if necessary. You can also adjust your Zoom functionalities like annotation and remote control.

Keys to prevent unauthorized control in a Zoom meeting:

Manage Screen Sharing:

Go to "Security" in your meeting controls

Select "Only Host can Share Screen" to ensure only you can share content.

Utilize the Waiting Room:

Enable the waiting room feature in your Zoom settings.

Review participants before admitting them to the meeting.

Lock the Meeting:

Once everyone intended to join is present, click "Lock Meeting" to prevent new participants from entering.

- You lock the meeting from the participants screen, click on the 3 dots and lock meeting. You will still be able to see if anyone else enters the waiting room. If so, unlock the meeting, admit the people and then lock the meeting again.

Assign Co-Hosts Carefully:

If you need to delegate some hosting functions, carefully select individuals to make co-hosts and specify their permissions.

Other Control Options:

Disable Annotation: prevent participants from marking up shared screens by disabling annotation features.

To disable annotations in Zoom, you can do the following:

1. Start a screen share or whiteboard session
2. Click More in the top bar of your screen
3. Select Disable Annotation for Others from the drop-down menu

You can also disable annotations for all users in your account by following these steps:

1. Sign in to the Zoom web portal
2. Click Account Management, then Account Settings
3. Click the Meeting tab
4. Under In Meeting (Basic), verify that Annotation is enabled
5. Click the lock icon, and then click Lock to confirm the setting

Limit Chat Functionality: adjust chat settings to restrict private or group messaging if needed.

Monitor Participant Activity: keep an eye on the participant list and address any suspicious behavior promptly.

If you need to remove an uninvited or disruptive attendee from a Zoom meeting:

Open the Participants window if it's not already open by clicking Manage Participants in the Zoom meeting toolbar.

Select More next to the name of the attendee you want to remove.

In the menu that appears, click Remove.

You can add new participants after you lock the meeting, you need to unlock the meeting first and admit then lock again.

How to Record the meeting:

You can use the Record button in the toolbar at the bottom of the zoom window:

Before starting the recording, advise those in attendance that the presentation will be recorded

Start the meeting and click the Record button

Select record on this computer

Click Stop when you're done recording

Wait for Zoom to finish converting the recording

Find the recording in your default recording location

You can find your default recording location by opening Zoom settings, selecting Recording and looking for the Recording Folder. You can also change the recording location and other settings in Zoom settings.

Recordings are saved as mp4 files in a folder with three files. You can rename the files and share them via email or upload them to a file storage service like Dropbox or Google Drive. Maybe follow up with Dan to see how he would like to receive for addition to the website.