



# IT Academic Technologies

## LARGE PUBLIC MEETING QUICK REFERENCE GUIDE

### Scheduling considerations and pre-meeting settings.

#### Meeting ID:

- > Create a unique Meeting ID

Meeting ID  Generate Automatically  Personal Meeting ID

#### Security:

- > Enable 'Passcode'
- > Enable 'Waiting Room'
- > Enable 'Require authentication to join' (for meetings with only UNM participants).

Security

Passcode 384619  
Only users who have the passcode can join the meeting

Waiting Room  
Only users admitted by the host can join the meeting

Require authentication to join  
Sign in to Zoom with specified domain  
\*.unm.edu [Edit](#)

#### Meeting Options:

- > DO NOT enable 'Allow participants to join anytime.'
- > Enable 'Mute participants upon entry'

Meeting Options

Allow participants to join anytime

Mute participants upon entry

Breakout Room pre-assign

Automatically record meeting

Approve or block entry to users from specific regions/countries

#### Additional Hosts:

Can only be Licensed UNM Zoom account holders. Use a comma when adding multiple hosts.

Alternative Hosts

Example: **NetID@unm.edu**

- > Click **Save** to schedule the meeting.

We strongly recommend enlisting the aid of one or two co-hosts familiar with Zoom settings and controls in a **bouncer** role to help manage user access and monitor participant behavior and interactions.

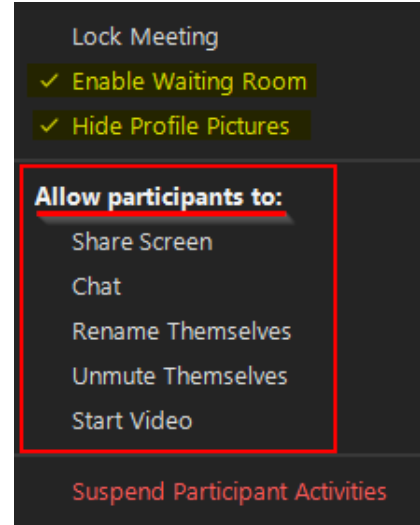


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In meeting settings and controls.

- > **Click the Security Button** on the Zoom toolbar. Start your public meeting with all settings under Allow participants to: **unchecked**.



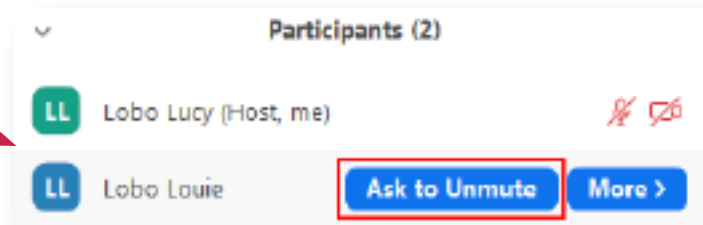
### Security:

- > Enable **'Enable Waiting Room'** If you forgot to enable when scheduling.
- > Enable **'Hide Profile Pictures'**

### Unmute Participant:

To allow a Participant to speak click the **'Participants'** button to bring up the Participants list.

1. Hover your mouse over the desired participant and select **'Ask to Unmute'**.



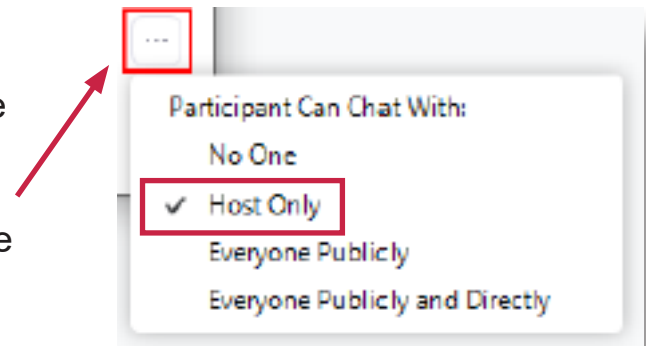
2. The participant will be prompted to either **'Stay Muted'** or to **'Unmute'**.

- You will need to **'Ask to Unmute'** each time you wish a participant to speak.
- If you have the **'Unmute Themselves'** security option checked, participants will be allowed to use their microphone at anytime.

### Chat Settings

Before enabling chat in the security tool. Do the following:

- > Click the Chat button in the Zoom toolbar. In the Chat window, click the elipses and set **Participant Can Chat With: Host Only**.



We strongly recommend scheduling and hosting multiple practice sessions before your event.