Meeting ID:
> Create a unique Meeting ID

Security:
> Enable ‘Passcode’
> Enable ‘Waiting Room’
> Enable ‘Require authentication to join’ (for meetings with only UNM participants).

Meeting Options:
> DO NOT enable ‘Allow participants to join anytime.’
> Enable ‘Mute participants upon entry’

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

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.

Online Safety and Preventing Incidents
https://webmeetings.unm.edu/online-safety/index.html

Online Safety and Preventing Incidents
https://webmeetings.unm.edu/online-safety/index.html
Before enabling chat in the security tool, do the following:

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

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.

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.

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 ellipses and set Participant Can Chat With: Host Only.

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