Zoom meeting tips for Public Zoom sessions

If you need to run a meeting where the participants find the link on a public web page the following settings are recommend. Some are actions are set in the meeting invite and some once the meeting has started.
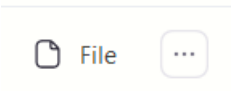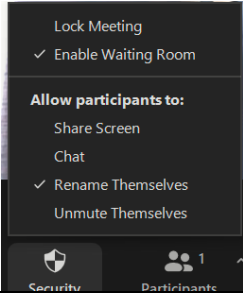
Ensure you login to your Sussex account either via web address universityofsussex.zoom.us or using Single Sign On (SSO) from the login dialog box on the app.

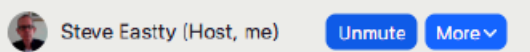| Steps	Aim
Meeting Invite – Tick automatically record meeting in the cloud	Set meeting to automatically record
Meeting Invite – No ticket in wating room	Turn off waiting room
Meeting invite – No tick in password	No password required
Meeting invite – Video – Host off (or your preference)	Host video off when enter room
Meeting invite No tick in Enable join before host	Stop others entering until the Host arrives
Meeting invite – video - Participants Off	Set participants video to off
Add Alternative hosts of L.J.Russell@sussex.ac.uk and S.Eastty@sussex.ac.uk NB: Would recommend a colleague is also a co-host – must enter their email address	Allows support from ITS

Meeting Settings once meeting open

Steps	Aim
Spotlight – only one person recorded. Needs 3 people in the meeting before you can do this Spotlight Only once three people in the room either open the participant window, choose more and select Spotlight Video against the person to spotlight or Right click on the video feed and choose Spotlight Video	Set so that the Host stays in screen even when someone else talks
Within the meeting, Open Chat and use three dots to set chat to be with Host only File ···	Set Chat to only be visibile to the Host only
In the meeting, Use Security icon on the toolbar and turn remove the tick from Unmute themselves or use Participants and Mute All and remove the tick from that box and say click Yes	Set all participants to mute (sound)
Using Zoom toolbar click on Security and remove tick from Share screen Lock Meeting ✓ Enable Waiting Room Allow participants to: Share Screen Chat ✓ Rename Themselves Unmute Themselves Security Participants 1	Turn off screenshare for participants
We recommend you chose to share a single application at a time, not the entire screen.	Prevents email notifications etc being shared with meeting participants

Useful options

To unmute a participant who wishes to take	From Participant area, hover over the participant and click Unmute Steve Eastty (Host, me) Unmute More✓
Turn on captions/subtitles	To enable live captions/subtitles for attendees use the Zoom toolbar and click on Live Transcript and then click on Enable auto transcription. Assign someone to type ✕ Assign a participant to type I will type Use a 3rd party CC service Copy the API token Copy this token and paste it to a third party Closed Captioning tool Live Transcript Enable Auto-Transcription