

Zoom Meeting Best Practices

Meeting Size	Allow chat to "Everyone"	Mute on entry	Disallow participants to unmute themselves	Allow participants to share screen	Allow annotations (on shared screens)	Use a meeting password	Use Waiting Room	Use "authenticated users only" to prevent guests
2-10	Yes	No	No	Yes	If needed	Yes	No	If all participants have Zoom accounts
10-25	Yes	Yes	No	If needed	If needed	Yes	No	If all participants have Zoom accounts
25+	No	Yes	Yes	No	No	Yes	Yes	If all participants have Zoom accounts
How to enable feature...								
	Chat panel	Participant panel	Participant panel	^ arrow to right of Share Screen button	Log in at https://queensu-ca.zoom.us	While scheduling meeting with Zoom client...	While scheduling meeting with Zoom client...	While scheduling meeting with Zoom client...
	Three dots lower right corner	More button lower right	More button lower right	Advanced Sharing Options	Settings	Check "require meeting password"	Check "Enable Waiting Room" under Advanced Options	"Only authenticated user" under Advanced Options
					In Meeting (Basic)		OR	
					Turn on Annotation		After starting meeting...	
							Participants panel	
							"More"	
							"Enable Waiting Room"	
	Search any of these terms at https://support.zoom.us/ for further explanation							