Creating the meeting....

1. **Use unique meeting IDs** – choose the meeting option “generate automatically” to ensure each meeting has its own unique ID. Don’t use a “personal” room. Consider doing a webinar for presentations.

2. **Require a meeting passcode** – select the option to “require a meeting passcode” and only give that passcode to participants you invite.

3. **Don’t post the passcode on social media** – remember the passcode may be embedded in the link!

4. **Create a waiting room** – the option creates a place for guests to wait before the meeting starts and allows the host to choose who they let in.

5. **Require event registration** – you can create a Google form and limit it to the UNC Charlotte community or use the event registration option within the web conferencing tool. Student organizations can also utilize NinerEngage.

6. **Share link close to the event time** – email the web conference link to attendees right before the meeting starts!

Managing the meeting....

7. **Identify a meeting facilitator** – set up a co-host to help manage muting, unmuting, answering questions, monitoring chat and removing participants if needed.

8. **Mute participants on entry** – make this the default setting.

9. **Disable screen sharing and video** – consider only allowing hosts to share screen and disabling participant’s video options.

10. **Require Names** – ask all participants to identify themselves, remove anonymous participants.

11. **Lock your meeting** – once your meeting has started, stop others from joining by locking the meeting.

12. **Remove participants** – be familiar with how to remove participants from meetings.

More Thoughts....

13. **Require Authentication** – participants will need to be authenticated to Zoom to attend.

14. **Use Canvas to limit to UNC Charlotte community** – create a Canvas course, post link, have participants self-enroll in course to get link.

15. **Report abusive behavior** – let the platform and the University know about any issues or incidents encountered during your meeting.

Additional resources are available at faq.uncc.edu.