Best Practices on Set up & Running an Event

Zoom Meetings can hold up to 300 participants and below are the best practices that our MU IT team has established.

As a Host of your MU Zoom Account

1. Go to Millersville's Zoom page.
2. Click or tap "Manage".
3. Log in if necessary.
4. Choose Meetings tab on the left-hand side and click on Schedule a Meeting on the right-hand side:
   - Copy and paste Title of the session (or combine separate titles into one generic) into Topic field.
   - Indicate the scheduled time.
   - Enable Waiting Room.
   - Enabled password optional for extra security (I recommend numerical because they will be the same for using a phone or zoom app)
   - If you want outside Millersville attendees, ensure the checked box “Require authentication to join” the down arrow says “Sign-in Zoom” to allow non-affiliated MU presenters’ parents and alumni to join the session, (for in house, it is recommended to have MU only participants)
   - Make sure that the box is checked “Allow participants to join anytime”.
   - Check “Mute participants upon entry”
   - Copy the Zoom link and password and share with attendees or flyer you are advertising

On the conference day:

- Arriving to the Zoom meeting 20 minutes prior to the session time
- Assigning co-host roles to the presenters in your session (Click on Participants, mouse over the presenters’ names and add them as co-hosts)
- Encouraging presenters to test run their slides prior to the presentation time:
  - If presenter wants to share video or audio, please remember to check the two boxes labeled “Share computer Sound & Optimize Video”
- Turning on Closed Captions (Click on Live Transcript> Enable Auto-Transcription)
  - Once host turns this feature on, the Attendees can now select live transcript at the bottom of the screen and they now have the ability to customize their Close Caption views
- Admitting attendees from the zoom waiting room.
- Muting all attendees and encouraging attendees to use Chat for questions.
- Navigate to Participants then select mute all and uncheck the box that says Allow Participants to Unmute Themselves
- Navigate to Chat and next to where it says Everyone select the three tiny dots to the right and now you can select who you would like the participant to be able to chat with. (Host/Cohost only but if you want publicly that’s okay too up to your preferences)

If you would like to host a larger zoom meeting of up to 1000 participants or put on a show with up to 1000 attendees please fill out this form and someone from IT will reach back out to you. MU Zoom webinar request form