

## Arranging AUBSU Zoom Events

All events held by AUBSU must follow the settings and process laid out below.

### Pre-meeting settings

The host must ensure the following settings are the same as below:

The screenshot shows the 'Schedule meeting' dialog box with the following settings:

- Topic:** Example AUBSU Event
- Start:** Fri January 1, 2021, 8:00
- Duration:** 1 hour, 0 minute
- Recurring meeting:**
- Time Zone:** London
- Meeting ID:**  Generate Automatically,  Personal Meeting ID 618 178 5585
- Security:**  Passcode 965484,  Waiting Room
- Video:** Host:  On,  Off; Participants:  On,  Off
- Audio:**  Telephone,  Computer Audio,  Telephone and Computer Audio
- Calendar:**  Outlook,  Other Calendars
- Advanced Options:**
  - Enable join before host
  - Mute participants upon entry
  - Only authenticated users can join: Sign in to Zoom
  - Automatically record meeting
  - Locally,  In the cloud

Buttons: Save, Cancel

### In-Meeting

Before allowing attendees into the meeting, ensure that the settings are as follows:

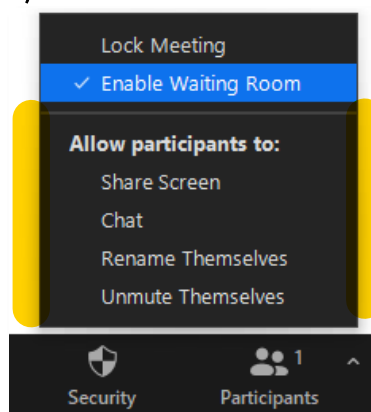
Share Screen (bottom centre):

The screenshot shows the 'Advanced Sharing Options...' dialog box with the following settings:

- How many participants can share at the same time?**
  - One participant can share at a time
  - Multiple participants can share simultaneously (dual monitors recommended)
- Who can share?**
  - Only Host
  - All Participants
- Who can start sharing when someone else is sharing?**
  - Only Host
  - All Participants

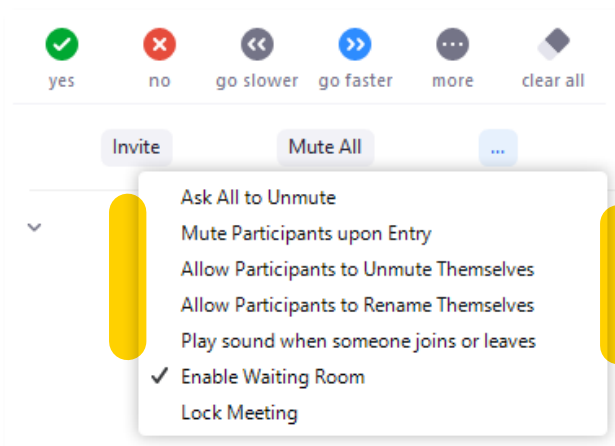
Only Host should be able to share their screen.

### Security Menu (bottom left):



All should be unticked, apart from 'Enable Waiting Room'.

### Participants Window (right-hand window):



All should be unticked, apart from 'Enable Waiting Room'.

1. As attendees arrive into the waiting room, **before** admitting them into the meeting, ensure that they are either:
  - Students
  - Ticket Holders
  - Expected/booked guests or hosts
  - Staff
2. If you are hosting an event, ensure you can start the meeting in good time to check attendees.
3. Once you are satisfied that all attendees are present, you can **lock the meeting** and **allow participants to unmute themselves** (Participants Window).
4. You can **enable or disable chat**, if needed through the Security Menu (above).
5. If you feel that disruptive and abusive **participants need to be removed**, you can do this immediately through the Participants Window, hovering over their name and selecting 'Remove'.