Zoom Do's and Don'ts

Do's

Zoom Settings
- Review all default settings
- Enable more secure passwords with alphanumeric with special character
- Enable only host can share screen
- Enable recording disclaimer upon entry
- Enable masking phone numbers
- Lock all setting with Administrator access
- Enable random meeting IDs and passwords

Technology Equipment
- Have webcam with dual microphones and external speakers
- Test to equipment multiple times
- Test best setup for the room to broadcast from
- Test live stream to Facebook or YouTube

Scheduling a meeting
- Require passwords for all meetings
- Check mute upon entry
- Check disable host and participant video
- Check have waiting room

Prior to GoLive Meeting
- Determine which social media platform to stream live (Either Facebook or YouTube, cannot stream both at the same time)
- Have board or commission members join a meeting to ensure ability to join a virtual meeting and evaluate best option for a device
- Vet all public (non-board or applicants) participants using an online form and phone call

In Meeting
- Mute all participants at the beginning of the meeting
- General public can only join meeting by phone – no video
  - If general public joins with video, disable video immediately
- Rename participants calling in by phone
- Remove participants not keeping proper decorum
- Report unwanted activity to Zoom

Don'ts

Zoom settings
- Don't embed meetings password in links to access meeting (Disable this feature)
- Don't allow chat feature (Disable this feature)
- Don't allow file sharing in chat discussion (Disable this feature)
- Don't allow virtual backgrounds (Disable this feature)
- Don't allow annotation or whiteboard (Disable these features)
- Don't allow remote control feature (Disable this feature)
- Don't allow importing photos from public library on user's devices (Disable this feature)

Technology Equipment
- Don't use Wifi for connection speed (Always use hardline connection)
- Don't share your username and password with people

Scheduling a meeting
- Don't use same meeting ID for all meetings
- Don't email web links to meetings
- Don't post meeting IDs and passwords on social media platforms

In Meeting
- Don't allow entry of participants that are not pre-vetted

Hagerstown Planning & Code Admin Dept, 4/30/20