



GUIDANCE FOR USING ZOOM

Before Zoom meeting.

- The meeting organiser will decide the purpose of the Zoom meeting and the invitees, this will be recorded and kept on file.
- Only those invited by the organisers will be allowed into the zoom meeting.

Zoom meeting.

- Each member will sign in and enter the waiting room
- The organisers will be on line and each potential member will be admitted to the meeting one at a time.
- Members faces must be visible to the organisers.
- No calls to be from bedrooms.
- Appropriate dress code for all members.
- Uninvited guests will be blocked.
- When in the larger group organisers are to wait to see the face of each person joining before allowing another person into the group. This will give you time to expel anyone who should not be in the meeting.

Setting up the meeting

Zoom Settings checked;

- Hosts video on
- Participants video on
- Disable “join before host”
- Waiting room established
- Disable private chat
- Disable “mute participants on entry” Tick box “prevent participants from saving chat”
- Disable “auto saving” Chats
- Enable screen sharing if needed.



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Before opening the meeting

Meeting should commence with organisers 10 minutes prior to the main meeting.

- Prepare meeting objective.
- One organisers will supervise the waiting room, remind members in the waiting room to have their correct name on screen for access.
- Visually confirm members when allowing access to the meeting before the next member is given access.

The meeting online

- The organiser will place all members' microphones on mute at the beginning of the meeting.
- Organiser or a delegated person is to supervises members' online etiquette.
- Lock meeting once all participants have joined.
- In the event of unwelcome guests, remove and block or click "end meeting".