ZOOM
Etiquette and Best Practices

1. All bookings of the zoom account must be done through the IASW office.
2. Do not share the password for the zoom account outside of the Chair, Vice Chair or Secretary of your group.
3. You can log into the zoom account to get the log in details of your meeting or to adjust your meeting options. The date and time must remain the same as when originally booked unless requested and approved by the office.

When your meeting is booked

- **Sharing Zoom Invite:** only share Zoom meeting details (link, meeting ID & passcode) with the participants via email. Do not share on social media, websites, etc.
- **Allow only signed-in users to join**: This feature can be useful when you want to control your guest list and invite only certain individuals (for example, students or colleagues). If someone tries to join the meeting who isn't signed in to a Zoom account, they will receive a notice indicating the meeting is open only to authorized attendees, and they will have the option to sign in with an authorized email address.
- **Lock the meeting:** Locking a Zoom meeting that is in progress prevents new participants from joining, even if they have the meeting ID and password (if you have required one). In the meeting, click Participants at the bottom of the window, then click the Lock Meeting button in the pop-up window.
- **Set a meeting password:** This option requires attendees to enter a password that you provide before they can join the meeting. Requiring a password makes it easier to share the Meeting ID publicly (for example, on Twitter), because you can send the meeting password privately (for example, via email or a Twitter DM).
- **Turn off file transfer:** In-meeting file transfer allows people to share files through the in-meeting chat. Toggle this off to keep the chat from getting bombarded with unsolicited pics, GIFs, memes, and other content.
- **Turn off annotation:** You and your attendees can doodle and mark up content together using annotations during screen share. You can disable the annotation feature in your Zoom settings to prevent people from writing all over the screens.
- **Recording:** If you are recording your zoom meeting you will need to advise all participant that you are doing so.