Large Group Online Meetings Reminders and How-Tos:

Reminders

When scheduling
- Set: Presenters (Skype for Business), Alternative Hosts (Zoom)
  - Main Presenter(s)/Host(s)
  - Designate 1-2 people as monitors, and set them as Presenter/Alternative Host
- Mute: Attendees (Skype for Business), Participants (Zoom)

During online meeting
- Only current people talking should have their mic unmuted
- When done talking make sure to mute your mic
- Main presenter/host can focus on meeting
- Designated monitor(s) (Presenters/Alternative Hosts) can:
  - Mute/unmute Attendees/Participants, if issues arise
  - Keep an eye on the IM/Chat portion
    - Can be the designated Q&A person within IM/Chat
  - Mute/unmute video as needed
  - Add/adjust Presenters/Hosts for control or to share their screen
  - Possibly fill in for main presenter if something comes up

How-Tos

Scheduling – location of presenters/meeting hosts and mute options
Skype for Business
- Within the Meeting window, select Meeting Options within Meeting header
• Skype Meeting Options window will open, select Presenter and limit participation

Who's a presenter?

- Only me, the meeting organizer
- Choose presenters

Do you want to limit participation?

- Disable IM
- Mute all attendees
- Block attendees' video

• More Presenter options, select the drop down arrow, to view and select option

Who's a presenter?

- Only me, the meeting organizer
- Choose presenters

These people don't have to wait in the lobby:

- Anyone (no restrictions)
- Callers get in directly
- Announce when people enter or leave

- Mute all attendees
- Block attendees' video

Presenters can share audio and video.
- Add specific presenters, select the Choose Presenters button
- Opens the Meeting Options Presenters window
- If no one is listed, they need to be added within the meeting email first to show here. Select Cancel button to go back and add people to meeting
Zoom Desktop

- Select Advanced Options and add Alternative hosts at the bottom of the page

Advanced Options

- Enable join before host
- Mute participants on entry

Alternative hosts:
- netid@illinois.edu
- netid2@illinois.edu

Zoom Web, https://illinois.zoom.us/

- Select Meeting Options and add Alternative Hosts at the bottom of the page

Meeting Options

- Enable join before host
- Mute participants upon entry

Alternative Hosts

- netid@illinois.edu; netid2@illinois.edu
Edit/change current meeting settings

Skype for Business

• Open online meeting within Outlook > under Meeting heading select Meeting Options

• Meeting Options window opens, Permissions section > make your changes > select OK button

• For more details go back up to the Scheduling -- Skype for Business section
Zoom Desktop

- Select Meetings within header > select meeting to edit within left pane > select Edit button

- Scroll down to Advanced Options > make your changes > select Save button
Zoom Web, https://illinois.zoom.us/

- Select Meetings within left pane > select your meeting Topic name to edit (which is an embedded URL) within the Topic column

- Selected meeting page opens > scroll down to the bottom right of the page > select Edit this Meeting button

- Make your changes > select Save button