What are some tips and best practices for successful web conferencing meetings?

Show Me

Tell Me

Below are some tips to make your web conference meetings successful - regardless of what tool you are using.

Check out the Zoom blog or Google Meet blog for more ideas.

See this FAQ for tips and best practices for securing a web-conferencing meeting.

For attendees

- Mute your microphone when not speaking - this ensures background noises like other voices and typing don't disrupt the audio.
- Join the meeting early if you need to log in or set up your audio/video.
- Identify yourself when speaking - particularly in larger meetings.

For hosts

- Set your meeting up to allow VoIP (connection using a computer) and dial-in (toll number) - this gives attendees the option of calling in if they are experiencing issues with the app.
- Include conferencing information along with the agenda and other documents in the meeting invitation, so materials are accessible from one place.
- Look through your meeting participant settings; consider:
  - Muting participants upon entry
  - Turning off entry and exit tone
  - Reviewing sharing permissions
- With large meetings, locking the meeting after it begins to avoid distractions when others join. As a better alternative, consider using a Zoom webinar for large meetings.
- Optimize the space you are using and minimize meeting distractions:
  - Find a quiet space
  - Avoid or remove items in your background that can be a distraction
  - Face a window or have a lamp nearby so you can be seen clearly
  - Be comfortable where you are setup
- Record the meeting if invitees can't attend.
- Share your screen when appropriate.

More tips for everyone

- If calling into a meeting AND logging into the Zoom or Google Meet app, make sure that your computer microphone and sound are off - the phone call and computer audio together can create an echo.
- Use a headset if possible - they can cut down on background noise and allow others to hear you better.
- Use the chat functionality to message other participants privately.

See this Infographic
Remember: Web meeting hosts choose the settings and management style to best suit their preferred balance of engagement and security.

**CREATE YOUR MEETING**

1. **Use Unique Meeting IDs** — Choose the meeting option “generate automatically” to ensure each meeting has a unique ID—Don’t use a “personal” room. Consider webinars for presentations.

2. **Require Meeting Passcodes** — Select “require a meeting passcode” and only give that passcode to participants you invite.

3. **Never Post a Passcode on Social Media** — Remember the meeting passcode may be embedded in the link!

4. **Create a Waiting Room** — This option creates a place for guests to wait before the meeting starts and allows the host to choose who they let in the meeting.

5. **Require Event Registration** — You can create a Google form and limit it to the Charlotte community or use the event registration option within the web conferencing tool. Student organizations can also utilize NinerEngage.

6. **Share Link Close to the Event Time** — Email the web conference link to attendees right before the meeting starts!

**MANAGE YOUR MEETING**
7 Identify a Meeting Facilitator – Set up a co-host to help manage the muting, unmuting, question answering, chat monitoring and participant removal, if needed.

8 Mute Participants on Entry – Make this the default setting.

9 Disable Screen Sharing and Video – Consider allowing only hosts to share their screen and disabling participants’ video options.

10 Require Names – Ask all participants to identify themselves and remove anonymous participants.

11 Lock the Meeting – Stop others from joining by locking the meeting once your meeting has started.

12 Remove Participants – Familiarize yourself with how to remove unruly participants from meetings.

MORE THOUGHTS

13 Require Authentication – Participants will need to be authenticated to Zoom to attend.

14 Report Abusive Behavior – Let the platform and the University know about issues or incidents encountered during your meeting.

15 Use Canvas – To limit a meeting to the Charlotte community, create a Canvas course, post the meeting link, and have participants enroll in the course to get the link.
See this video to protect Zoom meetings from Zombombing

CLICK TO PLAY

15 TIPS TO

Safeguard Your Zoom Meetings

Related FAQs

- How do I request a Zoom Marketplace app?
- How do I get access to UNC Charlotte Zoom backgrounds?
- How can I call into a Zoom meeting?
- Zoom Webinar
- How do I use a document camera while sharing my screen and recording with Zoom?